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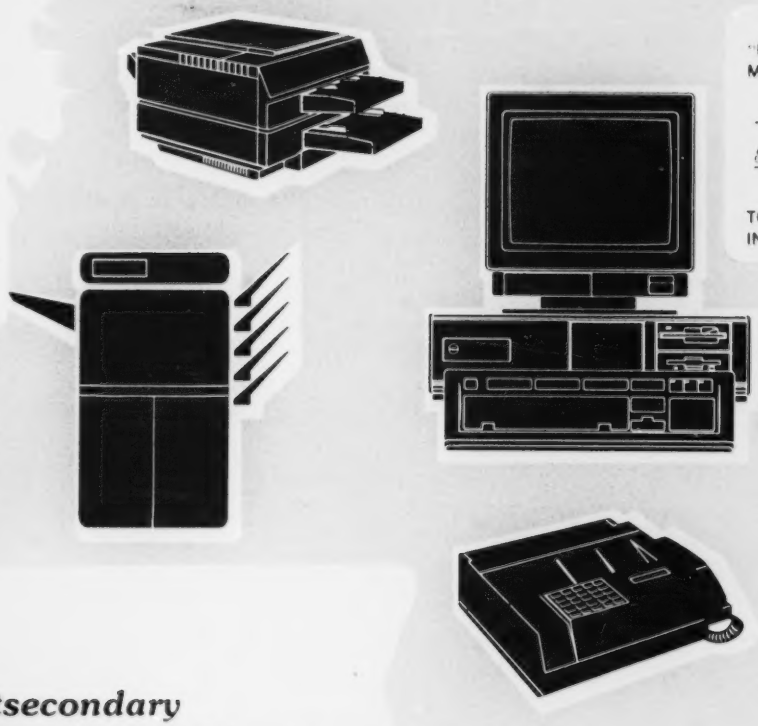
ABSTRACT

This document, which is intended for use by community and junior colleges throughout Mississippi, contains curriculum frameworks for four programs in the postsecondary-level business and office cluster (office systems, accounting, medical office, and microcomputer technologies) and two programs in the legal cluster (court reporting and paralegal technology). Presented first are program descriptions and suggested course sequences for each program. Section I lists baseline competencies for each program. Section II consists of course outlines for the following: 29 business and office courses (keyboard speed building, document formatting/production, professional development, applied business math, mechanics of communication, microcomputer applications, electronic spreadsheet, records management, word processing applications, accounting, business communication, database management, operating systems, computerized accounting, machine transcription, advanced microcomputer applications, administrative office procedures, desktop publishing, advanced business accounting, income tax accounting, payroll accounting, supervised work experience, medical machine transcription I-II, medical office terminology I-II, medical office concepts, medical information management, and network management); 21 legal courses (stenograph machine shorthand I-II, speed building I-II, stenograph machine shorthand III, court reporting procedures, stenographic machine shorthand IV, court reporting technology court reporting internship, legal systems and terminology, family law, legal research, wills/estates, real property I-II, legal writing, administrative law/bankruptcy, paralegal skills/applications, civil litigation, torts, paralegal internship); related vocational-technical courses (computer operations, BASIC); and related academic courses (principles of accounting I-II, legal environment of business, principles of economics (macroeconomics). Each course outline contains some/all of the following: course name, abbreviation, classification, and description; prerequisites; and competencies/suggested objectives. Recommended tools and equipment are listed in section III. Appended are lists of related academic topics and workplace skills for the 21st century and student

ED 397 341

Mississippi Curriculum Framework for

Business And Office And Related Technology Cluster



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MISSISSIPPI

CURRICULUM FRAMEWORK

FOR

BUSINESS AND OFFICE AND RELATED TECHNOLOGY

OFFICE SYSTEMS TECHNOLOGY
(CIP: 52.0401 - Administrative Assistant/Secretarial)

ACCOUNTING TECHNOLOGY
(CIP: 52.0302 - Accounting Technology)

MEDICAL OFFICE TECHNOLOGY
(CIP: 52.0404 - Medical Admin. Asst./Secretarial)

MICROCOMPUTER TECHNOLOGY
(CIP: 52.0490 - Microcomputer Technology)

COURT REPORTING TECHNOLOGY
(CIP: 52.0405 - Court Reporting Technology)

PARALEGAL TECHNOLOGY
(CIP: 22.0103 - Paralegal/Legal Assistant)

Direct inquiries to:

Program Coordinator
Vocational Business Technology Education
Office of Vocational and Technical Education
Mississippi Department of Education
P.O. Box 771
Jackson, MS 39205
(601) 359-3478

For copies of this publication, contact:

Research and Curriculum Unit
P.O. Drawer DX
Mississippi State, MS 39762
(601) 325-2510

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FOREWORD

In order to survive in today's global economy, businesses and industries have had to adopt new practices and procedures. Total quality management, statistical process control, participatory management, and other concepts of high performance work organizations are practices by which successful companies survive. Employers now expect their employees to be able to read, write, and communicate effectively; solve problems and make decisions; and interact with the technologies that are prevalent in today's workplace. Vocational-technical education programs must also adopt these practices in order to provide graduates who can enter and advance in the changing work world.

The curriculum framework in this document reflect these changes in the workplace and a number of other factors that impact on local vocational-technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U. S. Departments of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses which focus on the development of occupational competencies. Each vocational-technical course in this sequence has been written using a common format which includes the following components:

- Course Name - A common name that will be used by all community/junior colleges in reporting students.
- Course Abbreviation - A common abbreviation that will be used by all community/junior colleges in reporting students.
- Classification - Courses may be classified as:
  - Vocational-technical core - A required vocational-technical course for all students.
  - Vocational-technical elective - An elective vocational-technical course.
  - Related academic course - An academic course which provides academic skills and knowledge directly related to the program area.
  - Academic core - An academic course which is required as part of the requirements for an Associate degree.
- Description - A short narrative which includes the major purpose(s) of the course and the recommended number of hours of lecture and laboratory activities to be conducted each week during a regular semester.

- Prerequisites - A listing of any prerequisite courses that must be taken prior to or on enrollment in the course.
- Competencies and Suggested Objectives - A listing of the competencies (major concepts and performances) and of the suggested student objectives that will enable students to demonstrate mastery of these competencies.

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75 percent of the time allocated to each course. For example, in a four semester hour course consisting of 30 hours lecture and 120 hours of laboratory activities, approximately 22 hours of lecture and 90 hours of lab should be taken by the competencies and suggested objectives identified in the course framework. The remaining 25 percent of each course should be developed at the local district level and may reflect:
  - Additional competencies and objectives within the course related to topics not found in the State framework, including activities related to specific needs of industries in the community college district.
  - Activities which develop a higher level of mastery on the existing competencies and suggested objectives.
  - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed/revised.
  - Activities which implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational-technical skills and coursework, school-to-work transition activities, and articulation of secondary and postsecondary vocational-technical programs.
  - Individualized learning activities, including worksite learning activities, to better prepare individuals in the courses for their chosen occupational area.

- Sequencing of the course within a program is left to the discretion of the local district. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors.

- Programs that offer an Associate of Applied Science degree must include a minimum 15 semester credit hour academic core. Specific courses to be taken within this core are to be determined by the local district. Minimum academic core courses are as follows:

- 3 semester credit hours Math/Science Elective
- 3 semester credit hours Written Communications Elective
- 3 semester credit hours Oral Communications Elective
- 3 semester credit hours Humanities/Fine Arts Elective
- 3 semester credit hours Social/Behavioral Science Elective

It is recommended that courses in the academic core be spaced out over the entire length of the program, so that students complete some academic and vocational-technical courses each semester. Each community/junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

- In instances where secondary programs are directly related to community and junior college programs, competencies and suggested objectives from the high school programs are listed as Baseline Competencies. These competencies and objectives reflect skills and knowledge that are directly related to the community and junior college vocational-technical program. In adopting the curriculum framework, each community and junior college is asked to give assurances that:
  - students who can demonstrate mastery of the Baseline Competencies do not receive duplicate instruction, and
  - students who cannot demonstrate mastery of this content will be given the opportunity to do so.

- The roles of the Baseline Competencies are to:
  - Assist community/junior college personnel in developing articulation agreements with high schools, and
  - Ensure that all community and junior college courses provide a higher level of instruction than their secondary counterparts

- The Baseline Competencies may be taught as special "Introduction" courses for 3-6 semester hours of institutional credit which will not count toward Associate degree requirements. Community and junior colleges may choose to integrate the Baseline Competencies into ongoing courses in lieu of offering the "Introduction" courses or may offer the competencies through special projects or individualized instruction methods.

- Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in their area.

ACKNOWLEDGEMENTS

Revision Team for Office Systems Technology

Mary Ellis Smith, Itawamba Community College, Tupelo Campus
Mary Etta Naftel, Hinds Community College, Raymond Campus
Lessie Barnes, Coahoma Community College
Mariea Torrey, Copiah-Lincoln Community College, Natchez
Linda Cousins, Pearl River Community College
Mary Robinson, Hinds Community College, Jackson Campus

Revision Team for Accounting Technology

Leah Arrington, Northwest Mississippi Community College, DeSoto
Cindy McMullen, Holmes Community College, Goodman
Audra Kimble, Holmes Community College, Goodman
Ann Bullock, East Central Community College

Revision Team for Medical Office Technology

Diane Holden, Holmes Community College, Grenada
Brenda Windham, Pearl River Community College, Poplarville
Joyce Anthony, Northwest Mississippi Community College, Oxford
Patricia Meek, Northwest Mississippi Community College, Senatobia
Michele Ergle, East Central Community College, Decatur
Ron Davis, East Central Community College, Decatur

Revision Team for Court Reporting

Kay Cook, Mississippi Gulf Coast Community College, Jeff Davis Campus

Revision Team for Paralegal

Janet Cox, Northeast Mississippi Community College
Paula Sinopoli, Mississippi Gulf Coast Community College, Jeff Davis Campus
Kay Cook, Mississippi Gulf Coast Community College, Jeff Davis Campus
Jeptha Clemons, Northwest Mississippi Community College
Ann Cross, Northeast Mississippi Community College
Thomas Powell, Hinds Community College, Jackson
Anne White, Northeast Mississippi Community College
Susan Wilbanks, Hinds Community College, Raymond Campus

Revision Team for Microcomputer Technology

Mary Etta Naftel, Hinds Community College, Raymond
Lynda Irby, Holmes Community College, Goodman
Don Smith, Copiah Lincoln, Wesson
Vickie Ramsey, Northeast Community College
Polly Marshall, Hinds Community College, Raymond

Resource Person for Microcomputer Technology

Joyce Russell, Business Technology Instructor, Hinds Community College, Raymond

Team Leader

Jo Ann Watts, Research and Curriculum Unit

OVTE Staff

Harold Harris, Program Coordinator, Vocational Business Technology
Bonita Mendenhall, Program Specialist, Vocational Business Technology

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BUSINESS AND OFFICE CLUSTER
FRAMEWORK OF COURSES AND PROGRAMS

Courses	Accounting	Office Systems	Medical	Microcomputer
Vocational-Technical Core				
Applied Business Math	x	x	x	x
Word Processing Applications	x	x	x	x
Microcomputer Applications	x	x	x	x
Document Formatting and Production	x	x	x	x
Business Accounting	x	x	x	x
Computerized Accounting	x	x	x	x
Business Communication	x	x	x	x
Operating Systems	x	x	x	x
Mechanics of Communication	x	x	x	x
Academic Core				
Written Communication Elective	x	x	x	x
Math/Natural Science Elective	x	x	x	x
Oral Communication Elective	x	x	x	x
Social/Behavioral Science Elective	x	x	x	x
Humanities/Fine Arts Elective	x	x	x	x

Courses	Accounting	Office Systems	Medical	Microcomputer
AOC Core				
Keyboard Speed Building	x	x	x	
Professional Development	x	x		x
Records Management	x	x	x	
Administrative Office Procedures		x		
Desktop Publishing	x	x		x
Advanced Microcomputer Applications	x	x	x	x
Machine Transcription		x	x	
Supervised Work Experience	x			
Income Tax Accounting	x			
Payroll Accounting	x			
Electronic Spreadsheet	x	x		x
Database Management		x		x
Medical Office Terminology I			x	
Medical Office Terminology II			x	
Medical Machine Transcription I			x	
Medical Machine Transcription II			x	
Medical Information Management			x	
Medical Office Concepts			x	
Network Management				x
Advanced Business Accounting	x			
Related Academic				
Principles of Accounting I	x	x	x	
Principles of Accounting II	x			
Principles of Economics (Macroeconomics)	x			
Related Vocational-Technical				
BASIC Programming Language				x
Computer Operations				x

PROGRAM DESCRIPTION

The Business and Office program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 67 to 70 semester credit hours (sch) in the following areas:

Office Systems Technology
Accounting Technology
Medical Office Technology
Microcomputer Technology

The curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the integration of systems--people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area

Business and Office is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business and Office curriculum. Successful completion of the first year of this program entitles a student to receive an Office Assistant certificate.

BUSINESS AND OFFICE CLUSTER
OFFICE SYSTEMS TECHNOLOGY*

SUGGESTED COURSE SEQUENCE**

Baseline Competencies for Business and Office Technology***

FIRST YEAR

2 sch Keyboard Speed Building (BOT 1102)
3 sch Microcomputer Applications (BOT 1133)
3 sch Document Formatting and Production (BOT 1113)
3 sch Professional Development (BOT 1213)
3 sch Applied Business Math (BOT 1313)
3 sch Mechanics of Communication (BOT 1713)
17 sch

3 sch Business Communication (BOT 2813)
3 sch Word Processing Applications (BOT 1123)
3 sch Records Management (BOT 1413)
3 sch Business Accounting (BOT I433) or Principles of Accounting I (ACC 1213)
3 sch Written Communication Elective
3 sch Electronic Spreadsheets (BOT 1813)
18 sch

(Certificate Program Exit Point)

SECOND YEAR

3 sch Math/Natural Science Elective
3 sch Computerized Accounting (BOT 2413)
3 sch Oral Communication Elective
3 sch Database Management (BOT 2323)
2 sch Operating Systems (BOT 2142)
3 sch Machine Transcription (BOT 1513)
17 sch

3 sch Advanced Microcomputer Applications (BOT 2713)
3 sch Administrative Office Procedures (BOT 2723)
3 sch Desktop Publishing (BOT 2133)
3 sch Social/Behavioral Science Elective
3 sch Humanities/Fine Arts Elective
15 sch

* Total hours required for completion of this program may be reduced through articulation agreements with local High Schools/Vocational Centers. Local demands for Notetaking skills may be implemented through Continuing Ed., Adult Ed., Industry Services, etc.

** Students who lack entry level skills in math, English, science, etc., will be provided related studies.

*** Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

BUSINESS AND OFFICE CLUSTER
ACCOUNTING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Business and Office Technology**

FIRST YEAR

3 sch	Business Accounting (BOT 1433)	3 sch	Accounting Elective***
3 sch	Applied Business Math (BOT 1313)	3 sch	Business Communication (BOT 2813)
3 sch	Microcomputer Applications (BOT 1133)	3 sch	Word Processing Applications (BOT 1123)
3 sch	Document Formatting and Production (BOT 1113)	3 sch	Records Management (BOT 1413)
3 sch	Mechanics of Communication (BOT 1713)	3 sch	Written Communication Elective
2 sch	Keyboard Speed Building (BOT 1102)	3 sch	Electronic Spreadsheet (BOT 1813)
17 sch		18 sch	

SECOND YEAR

3 sch	Professional Development (BOT 1213)	3 sch	Accounting Elective***
3 sch	Computerized Accounting (BOT 2413)	3 sch	Advanced Microcomputer Applications (BOT 2713)
3 sch	Oral Communication Elective	3 sch	Social/Behavioral Science Elective****
3 sch	Math/Natural Science Elective	3 sch	Humanities/Fine Arts Elective
3 sch	Accounting Elective***	3 sch	Desktop Publishing (BOT 2133)
2 sch	Operating Systems (BOT 2142)	15 sch	
17 sch			

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who

cannot demonstrate mastery will be required to do so.

*** The accounting electives will be chosen from Income Tax Accounting (BOT 2423), Payroll Accounting (BOT 2433), Supervised Work Experience (BOT 2913), Principles of Accounting I (ACC 1213), Principles of Accounting II (ACC 1223), or Advanced Business Accounting II (BOT 2443).

**** Principles of Economics (ECO 2113) is strongly recommended for this elective.

BUSINESS AND OFFICE CLUSTER
MEDICAL OFFICE TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Business and Office Technology**

FIRST YEAR

3 sch	Medical Office Terminology I (BOT 1613)	3 sch	Medical Office Terminology II (BOT 1623)
2 sch	Keyboard Speed Building (BOT 1102)	3 sch	Word Processing Applications (BOT 1123)
3 sch	Document Formatting and Production (BOT 1113)	3 sch	Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213)
3 sch	Applied Business Math (BOT 1313)	3 sch	Business Communication (BOT 2813)
3 sch	Mechanics of Communication (BOT 1713)	3 sch	Written Communication Elective
3 sch	Microcomputer Applications (BOT 1133)	3 sch	Records Management (BOT 1413)
17 sch		18 sch	

SECOND YEAR

3 sch	Transcription Elective***	3 sch	Transcription Elective***
3 sch	Computerized Accounting (BOT 2413)	3 sch	Medical Information Management (BOT 2753)
3 sch	Medical Office Concepts (BOT 2743)	3 sch	Advanced Microcomputer Applications (BOT 2713)
3 sch	Math Elective/Natural Science Elective	3 sch	Social/Behavioral Science Elective
3 sch	Oral Communication Elective	3 sch	Humanities/Fine Arts Elective
2 sch	Operating Systems (BOT 2142)	15 sch	
17 sch			

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Business and

Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

*** The Transcription elective will be chosen from Machine Transcription (BOT 1513), Medical Machine Transcription I (BOT 2523), and Medical Machine Transcription II (BOT 2533).

PROGRAM DESCRIPTION
MICROCOMPUTER TECHNOLOGY

This curriculum is designed for a person who wants to manage the microcomputer operations in an office including software configuration, troubleshooting, network administration, and system operation.

It is recommended that this program be a two-year course with no one-year certificate.

BUSINESS AND OFFICE CLUSTER
MICROCOMPUTER TECHNOLOGY*

SUGGESTED COURSE SEQUENCE**

Baseline Competencies for Business and Office Technology***

FIRST YEAR

3 sch	Microcomputer Applications (BOT 1133)	3 sch	Word Processing Applications (BOT 1123)
3 sch	Document Formatting and Production (BOT 1113)	4 sch	BASIC Programming Language (CPT 1224)
3 sch	Professional Development (BOT 1213)	3 sch	Business Accounting (BOT 1433)
3 sch	Applied Business Math (BOT 1313)	3 sch	Written Communication Elective
3 sch	Mechanics of Communication (BOT 1713)	3 sch	Electronic Spreadsheets (BOT 1813)
3 sch	Social/Behavioral Science Elective	16 sch	
18 sch			

SECOND YEAR

3 sch	Math/Natural Science Elective	3 sch	Advanced Microcomputer Applications (BOT 2713)
3 sch	Computerized Accounting (BOT 2413)	3 sch	Network Management (BOT 2153)
3 sch	Oral Communication Elective	3 sch	Desktop Publishing (BOT 2133)
3 sch	Database Management (BOT 2323)	3 sch	Business Communication (BOT 2813)
3 sch	Computer Operations (CPT 1313)	3 sch	Humanities/Fine Arts Elective
2 sch	Operating Systems (BOT 2142)	15 sch	
17 sch			

* Total hours required for completion of this program may be reduced through articulation agreements with local high schools/vocational centers.

** Students who lack entry level skills in math, English, science, etc., will be provided related studies.

*** Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

LEGAL CLUSTER
FRAMEWORK OF COURSES AND PROGRAMS

Courses	Paralegal	Court Reporting
Vocational-Technical Core		
Legal Systems and Terminology	x	x
Family Law	x	x
Applied Business Math	x	x
Word Processing Applications	x	x
Academic Core		
Written Communication Elective	x	x
Oral Communication Elective	x	x
Humanities/Fine Arts Elective	x	x
Math/Natural Science Elective	x	x
Social/Behavioral Science Elective	x	x
AOC Core		
Professional Development		x
Records Management		x
Mechanics of Communication		x
Business Communication	x	
Medical Office Terminology I		x
Medical Office Terminology II		x
Stenograph Machine Shorthand I		x
Stenograph Machine Shorthand II		x
Stenograph Machine Shorthand III		x
Stenograph Machine Shorthand IV		x
Internship for Court Reporters		x
Court Reporting Procedures		x
Court Reporting Technology		x
Speed Building I		x
Speed Building II		x
Legal Research	x	
Wills and Estates	x	
Real Property I	x	
Real Property II	x	
Administrative Law and Bankruptcy	x	
Civil Litigation	x	
Paralegal Skills and Applications	x	
Internship for Paralegal	x	

Courses	Paralegal	Court Reporting
Torts	x	
Legal Writing	x	
Related Academic		
Legal Environment of Business	x	x
Criminal Justice Elective	x	

PROGRAM DESCRIPTION
COURT REPORTING

The Court Reporting Technology curriculum is designed to prepare a person for entry-level employment as an appointed and/or freelance court reporter.

Court Reporting Technology is a two-year program of study which requires 12 semester hours of vocational-technical core (same as Paralegal Technology), 15 semester hours of academic core, 39 semester hours in area of concentration, and 3 semester hours of related academic courses. The Associate of Applied Science degree is earned upon successful completion of the Court Reporting Technology curriculum.

LEGAL CLUSTER
COURT REPORTING TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Business and Office Technology**

FIRST YEAR

3 sch	Professional Development (BOT 1213)	3 sch	Word Processing Applications (BOT 1123)
3 sch	Legal Systems and Terminology (LET 1113)	3 sch	Legal Environment of Business (BAD 2413)
3 sch	Records Management (BOT 1413)	3 sch	Stenograph Machine Shorthand II (LET 1423)
3 sch	Stenograph Machine Shorthand I (LET 1413)	3 sch	Medical Office Terminology I (BOT 1613)
3 sch	Applied Business Math (BOT 1313)	3 sch	Social/Behavioral Science Elective
3 sch	Mechanics of Communication (BOT 1713)	3 sch	Family Law (LET 1513)
18 sch		18 sch	

Summer Session

3 sch Speed Building I (first term) (LET 1813)
3 sch Speed Building II (second term) (LET 1823)

SOPHOMORE YEAR

3 sch	Written Communication Elective	3 sch	Stenograph Machine Shorthand IV (LET 2443)
3 sch	Stenograph Machine Shorthand III (LET 2433)	3 sch	Oral Communication Elective
3 sch	Medical Office Terminology II (BOT 1623)	3 sch	Humanities/Fine Arts Elective
3 sch	Court Reporting Procedures (LET 2613)	3 sch	Math/Natural Science Elective
2 sch	Court Reporting Technology (LET 2622)	1 sch	Internship for Court Reporters (LET 2911)
14 sch		13 sch	

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

PROGRAM DESCRIPTION
PARALEGAL TECHNOLOGY

The Paralegal Technology curriculum is designed to prepare a person for entry-level employment as a legal assistant in courts, corporation, private law firms, trust departments of banks, and government agencies.

Paralegal Technology is a two-year program of study which requires 12 semester hours of vocational-technical core, 15 semester hours of academic core, 27 semester hours in area of concentration, 9 semester hours of related electives and 6 semester hours of related academic courses. The Associate of Applied Science degree is earned upon successful completion of the Paralegal Technology curriculum.

LEGAL CLUSTER
PARALEGAL TECHNOLOGY

SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Business and Office Technology**

FIRST YEAR

3 sch	Written Communication Elective	3 sch	Legal Environment of Business (BAD 2413)
3 sch	Applied Business Math (BOT 1313)	3 sch	Word Processing Applications (BOT 1123)
3 sch	Legal Systems and Terminology (LET 1113)	3 sch	Family Law (LET 1513)
3 sch	Humanities/Fine Arts Elective	3 sch	Legal Research (LET 1213)
3 sch	Elective***	3 sch	Business Communication (BOT 2813)
		3 sch	Wills & Estates (LET 1413)
15 sch		18 sch	

SECOND YEAR

3 sch	Math/Natural Science Elective	3 sch	Oral Communication Elective
3 sch	Real Property I (LET 2453)	3 sch	Civil Litigation (LET 2313)
3 sch	Legal Writing (LET 1713)	3 sch	Elective***
3 sch	Administrative Law and Bankruptcy (LET 2523)	3 sch	Elective***
3 sch	Criminal Justice Elective	3 sch	Torts (LET 2323)
3 sch	Paralegal Skills and Applications (LET 2633)	3 sch	Social/Behavioral Science Elective
18 sch		18 sch	

* Students who lack entry-level skills in math, English, science, etc., will be provided related studies.

** Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

*** Real Property II (LET 2463), Internship for Paralegal (LET 2923), or other approved related technical course or academic course.

SECTION I:

BASELINE COMPETENCIES

BASELINE COMPETENCIES FOR BUSINESS AND OFFICE TECHNOLOGY CLUSTER

The following competencies and suggested objectives are taken from the publication *Mississippi Curriculum Framework for Business and Computer Technology*. These competencies and objectives represent the baseline which was used to develop the community/junior college Business and Office Technology Cluster courses. Students enrolled in postsecondary courses should either: (1) have documented mastery of these competencies, or (2) be provided with these competencies before studying the advanced competencies in the Business and Office Technology Cluster programs.

Baseline competencies may be integrated into existing courses in the curriculum or taught as special "Introduction" courses. The "Introduction" courses may be taught for up to six semester hours of institutional credit and may be divided into two courses. If the Baseline Competencies are to be taught as "Introduction" courses, each course should be at least 3 credit hours. The following course number(s) and description should be used:

Course Name(s): Introduction to Business and Office Technology, Introduction to Business and Office Technology I, or Introduction to Business and Office Technology II

Course Abbreviation(s): BOT 100(3-6), BOT 1013, BOT 1023

Classification: Vocational-Technical Core

Description: These courses contain the baseline competencies and suggested objectives from the high school Business and Computer Technology curriculum which directly relate to the community college Business and Office and Related Technology cluster. These courses are designed for students entering the community college who have had no previous training or documented experience in the field. (3-6 semester hours based upon existing skills for each student. May be divided into 2 courses for a maximum total of 6 hours of institutional credit.)

Competencies and Suggested Objectives:

1. Apply correct safety procedures.
   a. Perform classroom safety activities.
   b. Participate in school safety activities.
   Related Academic Topics (See Appendix A): C1, C2, C3, C5, S8
   Workplace Skills (See Appendix B): WP2, WP3
2. Promote leadership skills through vocational student organizations.
   a. Describe leadership opportunities available from student youth organizations in the school and community, including FBLA.

Related Academic Topics (See Appendix A): C1, C3, C6
Workplace Skills (See Appendix B): WP2, WP3, WP6

3. Demonstrate a basic understanding of computer operating systems. (Ongoing)
   a. Define and use terminology in applications.
   b. Start up system.
   c. Use common disk operating system procedures and/or file manager.
   d. Utilize basic Windows applications.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Perform basic keyboarding techniques.
   a. Using a timed writing, keyboard at 35 net words per minute. (Ongoing)

   Related Academic Topics (See Appendix A): C2, C3, M1, M2
   Workplace Skills (See Appendix B): WP2, WP4
5. Load, access, and utilize a word processing software package.
   a. Define terminology related to word processing.
   b. Produce mailable letters using full block, modified block, and simplified block letter styles.
   c. Prepare envelopes according to U.S. postal regulations.
   d. Produce a mailable memorandum.
   e. Produce a mailable table.
   f. Produce a mailable business report.
   g. Produce a file copy of a business document using reprographic equipment.

   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M7
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP5
6. Cultivate personal qualities for business and office occupations.
   a. Demonstrate human relation skills.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
7. Plan and compose effective written communications.
   a. Determine the purpose of the communication and obtain the necessary information using manual and electronic references.
   b. Organize, plan, choose appropriate format, and print or display the message.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
8. Demonstrate effective oral communications.
   a. Compare and contrast acceptable and unacceptable telephone techniques.
   b. Prepare and present an oral report using effective speaking techniques and using non-verbal communications effectively.

   Related Academic Topics (See Appendix A): C2, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP6
9. Manually prepare personal and business names for alphabetic filing.
   a. Index, sort, code, and file personal and business names.
   b. Define and demonstrate requisition, retrieval, charge-out, and follow-up

procedures.

Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, M1
Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

10. Construct a database and manipulate data.
    a. Define terminology related to database applications.
    b. Create a database.
    c. Generate reports.
    d. Generate mailing labels.

    Related Academic Topics (See Appendix A):C1, C2, C4, C5, M1
    Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
11. Develop personal financial skills.
    a. Complete a deposit slip, prepare checks, record information in a check register, and reconcile a bank statement.
    b. Develop personal financial goals.

    Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M7
    Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6
12. Develop business financial skills.
    a. Perform basic financial applications using the ten key touch method.
    b. Using prepared invoices and purchase orders, calculate percentages and discounts.

    Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M7
    Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6
13. Demonstrate a basic understanding of spreadsheet applications.
    a. Define terminology relating to spreadsheet applications.
    b. Prepare an appropriate template and insert given data.
    c. Solve problems using basic mathematical concepts.
    d. Create graphs.

    Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M7
    Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6
14. Demonstrate a basic understanding of telecommunications.
    a. Identify and describe the terms and components of telecommunications.
    b. Access an on-line information source.

    Related Academic Topics (See Appendix A): C1, C2 ,C3, C4, C5, M1
    Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
15. Demonstrate a basic understanding of desktop publishing applications.
    a. Define terminology relating to desktop publishing.
    b. Apply principles of document design.

    Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, M1
    Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
16. Develop personal and professional skills necessary for securing and maintaining employment. (Ongoing)
    a. Prepare an acceptable resume, letter of application, job application form, follow-up letter, and letter of resignation.
    b. Compare and contrast acceptable and unacceptable business attire.

c. Demonstrate proper business etiquette.
d. Conduct himself/herself appropriately on a personal job interview.
Related Academic Topics (See Appendix A): C1, C2, C3, C5, C6, M1
Workplace Skills (See Appendix B): WP2, WP3, WP4, WP5, WP6

17. Demonstrate job-specific skills introduced during the year by completing a teacher-approved project requiring integration of learned skills.
Related Academic Topics (See Appendix A): C1, C2, C4, C5, C6, M1, M7
Workplace Skills (See Appendix B): WP2, WP3, WP4, WP5, WP6
18. Review and reinforce safety procedures.
a. Comply with correct safety procedures.
Related Academic Topics (See Appendix A): C1, C2, C3, C5, C6, S8
Workplace Skills (See Appendix B): WP2, WP6
19. Apply disk and file management skills.
a. Define terms relating to disk management.
b. Describe the procedure for formatting a hard disk.
c. Back up and restore files (hard drive, directory, subdirectory, or individual files).
d. Perform disk and file management tasks.
e. Use Windows application features.
Related Academic Topics (See Appendix A): C1, C2, C3, C5
Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
20. Perform keyboarding techniques.
a. Using timed writing, keyboard at 40 net words per minute. (ongoing)
Related Academic Topics (See Appendix A): C2, C3, C6, M1
Workplace Skills (See Appendix B): WP2, WP6
21. Utilize a word processing software package.
a. Produce mailable documents utilizing software package formatting features.
b. Utilize merge features.
c. Produce documents from a specialized area.
Related Academic Topics (See Appendix A): C1, C2, C3
Workplace Skills (See Appendix B): WP2, WP6
22. Use communications and time management principles to manage personal productivity.
a. Apply strategies for decision making and problem solving activities.
b. Using a multimedia software package, prepare a report that relates to personal productivity and/or business issues/problems.
Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, C6, M1, M7
Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4, WP5, WP6
23. Examine different records management systems.
a. Compare and contrast records management systems.
Related Academic Topics (See Appendix A): C1, C2, C3, C5, M1, M7
Workplace Skills (See Appendix B): WP2, WP5, WP6
24. Construct a database project and manipulate data.

a. Create a database.
b. Generate reports using statistical database functions.
c. Integrate database applications with other software capabilities.

Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1
Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

25. Work efficiently with spreadsheet files.
    a. Utilize "what if" formulas.
    b. Utilize relative, mixed, and absolute formulas.
    c. Demonstrate linking and exporting files.
    d. Utilize software package formatting features.
    e. Utilize enhanced graphic features of software.

    Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, M1, M7
    Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
26. Demonstrate financial planning process and methods of money management.
    a. Manage a checking account.
    b. Demonstrate an understanding of efficient money management.
    c. Discuss the various types of insurance.

    Related Academic Topics (See Appendix A): C1, C2, C3, C5, M1, M7
    Workplace Skills (See Appendix B): WP1, WP2, WP5, WP6
27. Demonstrate an understanding of accounting procedures.
    a. Define terminology relating to accounting principles.
    b. Prepare journals, ledgers, financial statements, and other accounting data to complete an accounting cycle for business.
    c. Complete an accounting cycle using a computer.
    d. Complete a payroll problem.

    Related Academic Topics (See Appendix A): C1, C2, C3, C5, M1, M7
    Workplace Skills (See Appendix B): WP1, WP2, WP5, WP6
28. Perform a wide range of telecommunication activities.
    a. Send/receive or view communications using various telecommunication components.

    Related Academic Topics (See Appendix A): C1, C2, C4, C5
    Workplace Skills (See Appendix B): WP2, WP6
29. Demonstrate an understanding of the desktop publishing process.
    a. Create attractive documents using desktop publishing.
    b. Create and use templates.
    c. Import text and clip art.

    Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1
    Workplace Skills (See Appendix B): WP2, WP5, WP6
30. Reinforce job application process.
    a. Search for a job for which he/she qualifies and prepare appropriate documents. (Ongoing)

    Related Academic Topics (See Appendix A): C1, C2, C4, C5
    Workplace Skills (See Appendix B): WP2, WP6

31. Demonstrate job-specific skills introduced during the year by completing a teacher-approved project requiring integration of learned skills.
Related Academic Topics (See Appendix A): C1, C2, C4, C5, C6, M1, M7
Workplace Skills (See Appendix B): WP2, WP3, WP4, WP5, WP6

SECTION II:

CURRICULUM GUIDE FOR

BUSINESS AND OFFICE AND RELATED TECHNOLOGY

BUSINESS AND OFFICE COURSES

Course Name: Keyboard Speed Building

Course Abbreviation: BOT 1102

Classification: AOC Core

Description: This course develops speed and accuracy on the keyboard. (2 sch: 1 hr. lecture, 2 hr. lab)

Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm

Competencies and Suggested Objectives:

1. Keyboard alphanumeric material at specified speed and accuracy levels.
   a. Keyboard timed, straight copy material at a minimum of 45 gwpm with a maximum of 1 error per minute.

   Related Academic Topics (See Appendix A): C2, C3, M1
   Workplace Skills (See Appendix B): WP6
2. Proofread and edit copy.
   a. Proofread for accuracy, content, grammar, spelling, and punctuation.
   b. Edit copy.

   Related Academic Topics (See Appendix A): C1, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Document Formatting and Production

Course Abbreviation: BOT 1113

Classification: Vocational-Technical Core

Description: This course emphasizes formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm

Competencies and Suggested Objectives:

1. Format and produce a variety of business documents with speed and accuracy.
   a. Produce mailable letters, memorandums, tables, envelopes, outlines, and business reports at a satisfactory production rate.
   b. Produce mailable business forms to include invoices, purchase orders, and expense forms at a satisfactory production rate.
   c. Produce mailable business documents to include itineraries, minutes, legal documents, and news releases at a satisfactory production rate.

   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Apply written communication skills.
   a. Use correct proofreader's marks.
   b. Edit documents applying correct grammar, spelling, punctuation, capitalization, and word-division skills.

   Related Academic Topics (See Appendix A): C1, C2, C5
   Workplace Skills (See Appendix B): WP2, WP6

Course Name: Professional Development

Course Abbreviation: BOT 1213

Classification: AOC Core

Description: This course develops an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, work ethics, time and stress management, and human relations skills. (3 sch: 3 hr. lecture)

Prerequisite: None

Competencies and Suggested Objectives:

1. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
   a. Develop a plan for personal, educational, and professional growth.
   b. Discuss the necessity of lifelong learning.
   c. List the benefits of professional affiliations and certification programs.
   d. Discuss the advantages of membership and participation in professional organizations.
   e. Begin preparations for the job application process.
   Related Academic Topics (See Appendix A): C1, C3
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP6
2. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
   a. Apply techniques to improve listening, verbal, and nonverbal communication skills.
   b. Discuss interpersonal skills essential to successful communications with people from diverse cultural and international backgrounds and with the differently-abled.
   c. Apply business etiquette skills in professional situations.
   d. Apply problem-solving and conflict-resolution skills.
   Related Academic Topics (See Appendix A): C1, C2, C3, C5, C6
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP6
3. Identify and discuss personal and professional factors associated with job success.
   a. Identify techniques that will build a positive self-image.
   b. Project a professional image by applying the basics of good health practices and personal grooming and selecting a proper business wardrobe.
   c. Discuss principles of effective time and stress management.
   Related Academic Topics (See Appendix A): C1, C3, C5, C6, S1, S8
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP6

Course Name: Applied Business Math

Course Abbreviation: BOT 1313

Classification: Vocational-Technical Core

Description: This course is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture)

Prerequisite: None

Competencies and Suggested Objectives:

1. Operate a calculator using the touch method.
   a. Build speed and accuracy in data entry.
   b. Proofread and edit numbers.
   Related Academic Topics (See Appendix A): C1, C2, C3, C6, M1, M2
   Workplace Skills (See Appendix B): WP2, WP6
2. Solve mathematical problems.
   a. Analyze the problem.
   b. Round numbers and estimate a solution to the problem.
   c. Perform mathematical computations.
   d. Compare estimated solution with computed solution.
   Related Academic Topics (See Appendix A): C1, C2, C3, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
3. Apply math skills to business transactions, reports, and documents.
   a. Complete and verify various business forms including calculating discounts on invoices.
   b. Compute and compare interest and finance charges.
   c. Calculate percent of increase/decrease.
   d. Complete depreciation schedules.
   e. Complete payroll and taxes.
   f. Compute commission, markup, and selling price.
   g. Use deductive reasoning to solve problems and generate conclusions.
   Related Academic Topics (See Appendix A): C1, C2, C3, C6, M1, M2, M7
   Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6
4. Apply math skills to personal finances.
   a. Reconcile a bank statement.
   b. Compute personal taxes.
   c. Compute insurance costs.
   Related Academic Topics (See Appendix A): C1, C2, C3, C6, M1, M2, M7
   Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6

Course Name: Mechanics of Communication

Course Abbreviation: BOT 1713

Classification: Vocational-Technical Core

Description: This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3 sch: 3 hr. lecture)

Prerequisite: None

Competencies and Suggested Objectives:

1. Use effective grammar skills.
   a. Construct complete sentences that convey ideas clearly.
   b. Use verbs correctly.
   c. Use nouns and pronouns correctly.
   d. Choose the correct verb form to agree with the noun or pronoun in a sentence.
   e. Select appropriate descriptive words (adjectives and adverbs).
   f. Use conjunctions and prepositions to join words clearly and correctly.
   Related Academic Topics (See Appendix A): C1, C4, C5, C6, S8
   Workplace Skills (See Appendix B): WP2, WP6
2. Improve punctuation skills.
   a. Use end punctuation and internal punctuation correctly.
   b. Form possessives, contractions, and special plurals correctly.
   c. Capitalize words according to accepted standards.
   d. Use correct abbreviations and symbols where appropriate.
   e. Use correct form in writing numbers in communications.
   Related Academic Topics (See Appendix A): C1, C5, C6, M1, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Improve editing skills.
   a. Use reference materials such as standard office manual, dictionary, and thesaurus.
   b. Use and understand commonly misused words.
   c. Maintain a list of frequently misspelled words.
   Related Academic Topics (See Appendix A): C1, C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Microcomputer Applications

Course Abbreviation: BOT 1133

Classification: Vocational-Technical Core

Description: This course will introduce an operating system and word processing, spreadsheet, and database management software applications. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm.

Competencies and Suggested Objectives:

1. Demonstrate a basic understanding of an operating system.
   a. Apply basic commands of operating system software.
   b. Demonstrate proper file and disk management.
   Related Academic Topics (See Appendix A): C1, C3, C6
   Workplace Skills (See Appendix B): WP2, WP4, WP5
2. Demonstrate a basic understanding of word processing.
   a. Define terminology related to word processing.
   b. Produce simple documents using basic word processing features to include margins, tabs, line spacing, underlining, boldface, centering, inserting, deleting, spellchecking, saving, retrieving, and printing.
   Related Academic Topics (See Appendix A): C1, C2, C3, C6, M1, M2, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
3. Demonstrate a basic understanding of spreadsheet applications.
   a. Define terminology related to spreadsheet applications.
   b. Apply basic spreadsheet software features to include alphabetic, numeric, and alphanumeric cell entries, values, formulas, column-widths, column and row headings, deleting, inserting, saving, and printing.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4, M1, M2, M6, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Demonstrate a basic understanding of database applications.
   a. Define terminology related to database applications.
   b. Apply basic database software features to design a simple file, add records, edit records, generate reports, and select certain records from files.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, M1, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Electronic Spreadsheet

Course Abbreviation: BOT 1813

Classification: AOC Core

Description: This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133)

Competencies and Suggested Objectives:

1. Design effective spreadsheets.
   a. Determine the purpose of the spreadsheet and an appropriate overall format.
   b. Format spreadsheets for effective organization, applying good design of cell entries, grouping of cell entries into sections, and effective display of formulas.

   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
2. Demonstrate the ability to use spreadsheet functions and commands.
   a. Apply appropriate arithmetic operations, order of arithmetic operations, and statistical automatic functions to arrive at a formula.
   b. Create and use macros.
   c. Create and use spreadsheet templates.

   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M2, M6, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
3. Revise and reformat spreadsheets.
   a. Copy and move formulas, cells, columns, and rows to another area of the worksheet.
   b. Change label and number formats.

   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Demonstrate the ability to use advanced graphic features.
   a. Create complex graphs and charts using spreadsheet applications.
   b. Convert data to graph format.
   c. Create and sort database.

   Related Academic Topics (See Appendix A): C1, C2, C4, M2, M3, M6, M7, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
5. Demonstrate the ability to use database features.

a. Create and sort a database.
b. Query a database.

Related Academic Topics (See Appendix A): C1, C2, C4
Workplace Skills (See Appendix B): WP2, WP4, WP6

6. Print spreadsheets and graphs.
   a. Print spreadsheets in landscape and portrait format.
   b. Print spreadsheets using a variety of typefaces, type styles, and type sizes.

   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
7. Demonstrate knowledge of linking and exporting files.
   a. Describe the process for linking and exporting files.
   b. Link and export spreadsheet files.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6
8. Demonstrate knowledge of how the spreadsheet can be used as an analytical and decision-making tool.
   a. Analyze and interpret data from spreadsheets.
   b. Determine solutions to "what if" questions employed in forecasting solutions to simulated activities.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP5

Course Name: Records Management

Course Abbreviation: BOT 1413

Classification: AOC Core

Description: This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall -- paper, image, and digital -- and the treatment of these categories in proper management, storage, and retrieval. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. (3 sch: 3 hr. lecture)

Prerequisite: None

Competencies and Suggested Objectives:

1. File and retrieve documents according to ARMA rules.
   a. Code, sort, and file paper documents.
   b. Prepare cross references when necessary.
   c. Apply ARMA rules for storing electronic information.
   d. Purge and destroy files.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Describe and/or demonstrate a variety of media forms used to manage information.
   a. Determine the appropriate storage systems for these media.
   b. Select appropriate storage equipment.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Describe micrographic technologies.
   a. Compare and contrast various types of microforms.
   b. List the benefits and limitations of various types of microforms.
   c. Explain the computer output microfilm/microfiche (COM) process and list its advantages.
   d. Explain the advantages of computer-aided retrieval (CAR).
   e. Identify the equipment components of a micrographic system.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Describe and apply image technology.
   a. List and describe the components of image technology.
   b. Capture, store, and retrieve information using image technology.
   c. Describe the techniques and list the benefits of using bar codes in documents.

d. Explain and contrast the use of various types of high-capacity storage media.

Related Academic Topics (See Appendix A): C1, C2, C3, C4
Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Word Processing Applications

Course Abbreviation: BOT 1123

Classification: Vocational-Technical Core

Description: This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Microcomputer Applications (BOT 1133) and Document Formatting and Production (BOT 1113); or permission of instructor.

Competencies and Suggested Objectives:

1. Develop proficiency in the production of mailable complex documents.
   a. Use hard space, required hyphens, tables, document assembly, headers and footers, and outlines.
   b. Perform calculations using math utility.
   c. Create multi-page reports: cover page, table of contents, endnotes, footnotes, bibliography, index, and special characters.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, M1, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Combine documents using software features.
   a. Merge variable and constant information to create new documents.
   b. Assemble boilerplate and combine documents.
   c. Prepare labels.
   d. Copy between documents.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Solve common word processing problems.
   a. Identify and react to screen codes.
   b. Apply reference materials to solve problems.
   c. Research software documentation and help screens.
   d. Use software capabilities to include spell check, thesaurus, and grammar check.
   e. Describe importance of backup/security.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Generate complex business forms.
   a. Design printed forms for completion by hand or machine.
   b. Design electronic forms for completion on screen.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4

Workplace Skills (See Appendix B): WP2, WP4, WP6

5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.
   a. Organize and emphasize text with multiple fonts.
   b. Import and scan graphics.
   c. Place graphics and lines.
   d. Format columns.
   e. Design complex tables.
   f. Incorporate good graphic design elements in documents.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

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Course Name: Business Accounting

Course Abbreviation: BOT 1433

Classification: Vocational-Technical Core

Description: This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. (3 sch: 3 hr. lecture)

Prerequisite: None

Competencies and Suggested Objectives:

1. Demonstrate an understanding of basic accounting terminology, concepts, and procedures.
   a. Analyze business transactions in terms of the accounting equation.
   b. Determine the effects of business operations on owner's equity.
   c. Utilize the basic accounting cycle in analyzing the flow of financial data.
   d. Classify, journalize, and post financial information.
   e. Perform end-of-period accounting functions.
   Related Academic Topics (See Appendix A): C1, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Prepare each of the basic financial statements.
   a. Prepare a balance sheet.
   b. Prepare an income statement.
   c. Prepare a statement of owner's equity.
   Related Academic Topics (See Appendix A): C1, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Use special journals for recording transactions.
   a. Use a combined cash journal and manage a commercial petty cash journal.
   b. Use a sales journal, purchases journal, cash payments journal, and cash receipts journal.
   Related Academic Topics (See Appendix A): C1, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Business Communication

Course Abbreviation: BOT 2813

Classification: Vocational-Technical Core

Description: This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 sch: 3 hr. lecture)

Prerequisite: Mechanics of Communication (BOT 1713) and ability to key straight copy material at a minimum of 40 gwpm; or consent of instructor

Competencies and Suggested Objectives:

1. Organize and compose effective business letters, memorandums, reports, and messages.
   a. Identify direct, indirect, and persuasive approaches to writing business letters.
   b. Develop skills to produce clear, concise, complete, accurate, and courteous messages.
   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Prepare written communications involved in the job application process.
   a. Complete an application form.
   b. Update a personal data sheet.
   c. Compose letters of application, follow-up, acceptance, and resignation.
   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate sensitivity in communicating with a diverse workforce.
   a. Research and identify factors that impact communication.
   b. Apply appropriate strategies for successful communication.
   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
4. Develop communication skills for an international audience.
   a. Prepare documents in correct style for international communications.
   b. Research and identify the customs of the people with whom you are communicating.
   c. List resources to utilize in finding answers to questions related to international business communications.
   d. Investigate the use of translation software.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

Course Name: Database Management

Course Abbreviation: BOT 2323

Classification: AOC Core

Description: This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Microcomputer Applications (BOT 1133)

Competencies and Suggested Objectives:

1. Design and create a database using specific criteria.
   a. Design a database and identify fields with appropriate width and type.
   b. Key the information into the database.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Modify database file structure and records to produce desired output.
   a. Append, modify, and delete records in the database.
   b. Modify the structure of the database.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
3. Demonstrate an understanding of file management techniques.
   a. Save and delete files.
   b. Copy files and file structures.
   c. Use procedures appropriately for creating and modifying a database and its records as well as the output of data.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Demonstrate the ability to use basic commands, expressions, and relational operations.
   a. Create, modify, copy, list, delete, and print a database.
   b. Locate, insert, modify, and delete records.
   c. Query, sort, and index a database.
   d. Perform multiple sorts and indexes on the records.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
5. Demonstrate knowledge of printing and output techniques.
   a. List the records and files on the screen.
   b. Print the list of records and files.
   c. Design the format of final documents in order to appropriately produce output.

d. Design output documents such as labels and reports.
e. Print various data such as labels, repetitive documents, and reports.

Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

6. Design, create, and modify custom screen formats.
   a. Design custom screen formats for maximum productivity.
   b. Create and revise custom screen formats.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
7. Create and manipulate data using multiple databases.
   a. Identify whether two or more databases can be used together.
   b. Combine two or more databases.
   c. Select specific records from one database to add to another.
   d. Update multiple databases using query, sort, and index techniques.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
8. Perform mathematical operations and relate their applications to existing information in a database.
   a. Perform addition, subtraction, multiplication, and division.
   b. Create and produce documents using calculated data.

   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M2, M4, M6, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

Course Name: Operating Systems

Course Abbreviation: BOT 2142

Classification: Vocational-Technical Core

Description: This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. (2 sch: 1 hr. lecture, 2 hr. lab)

Prerequisite: Microcomputer Applications (BOT 1133)

Competencies and Suggested Objectives:

1. Demonstrate an understanding of the required major components of a computer system and how they are configured.
   a. Identify the major components of a computer.
   b. Identify the electronic connections required between the components of a computer.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
2. Describe basic terminology of the selected operating system.
   a. Define operating system terminology.
   b. Use terminology correctly and appropriately in context related to operating systems.

   Related Academic Topics (See Appendix A): C1, C4, C6
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate the ability to use basic commands and perform fundamental operations.
   a. Boot the computer system.
   b. Key or change the date and time.
   c. Key directory or catalog commands.
   d. Copy, compare, rename, delete, and undelete files.
   e. Copy, compare, and name disks.
   f. Create, change, check, and delete subdirectories or folders.
   g. Back up and restore files.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Create and revise text files.
   a. Use text editor to create text files.
   b. Use text editor to revise text files.

   Related Academic Topics (See Appendix A): C1, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6

5. Perform disk and file management tasks.
   a. Rename, move, copy, compare, delete, undelete, compress, and expand files.
   b. Format and unformat diskettes.
   c. Label, copy, and compare diskettes.
   d. Display a tree-structured directory and search for files.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
6. Create, use, display, and remove tree-structured elements of the disk.
   a. Create subdirectories in appropriate tree structure.
   b. Check the position within, navigate within, and remove subdirectories or folders.
   c. Manipulate files within subdirectories or folders.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP5
7. Use multiple applications simultaneously in a window environment.
   a. Open two or more software applications on one screen.
   b. Manipulate windows by resizing, reshaping, and moving borders.
   c. Organize and use icons.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4
8. Describe and/or set up and use virtual and hard disks.
   a. Discuss dividing a hard disk.
   b. Describe the procedure for formatting or initializing, labeling, and unformatting a hard disk.
   c. Create, label, and delete a virtual disk.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4
9. Use the mouse to perform functions.
   a. Point, click, double click, and drag the mouse pointer.
   b. Open and close files.
   c. Size, minimize, maximize, and scale windows.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4
10. Describe computer viruses.
    a. Explain effects of computer viruses.
    b. Identify various types of computer viruses.
    c. List methods of prevention and elimination of computer viruses.
    d. Scan for and purge viruses from disks.

    Related Academic Topics (See Appendix A): C1, C4, C6
    Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

Course Name: Computerized Accounting

Course Abbreviation: BOT 2413

Classification: Vocational-Technical Core

Description: This course applies basic accounting principles using a computerized accounting system. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Business Accounting (BOT 1433)

Competencies and Suggested Objectives:

1. Perform the operations of the accounting cycle on the computer using accounting software.
   a. Build and utilize a computerized general ledger system and maintain a chart of accounts.
   b. Build and utilize a computerized accounts receivable system.
   c. Build and utilize a computerized accounts payable system.
   d. Utilize an integrated, computerized accounting system.
   Related Academic Topics (See Appendix A): C2, C4, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Use accounting software to maintain inventory, depreciation, and payroll records.
   a. Compute depreciation schedules.
   b. Maintain inventory records.
   c. Calculate and prepare payroll records.
   Related Academic Topics (See Appendix A): C2, C4, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Prepare and analyze financial statements using accounting software.
   a. Prepare balance sheets, income statements, and statements of owner's equity.
   b. Prepare schedules of accounts payable and accounts receivable.
   c. Prepare statements of change in financial position.
   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Differentiate between manual and computerized accounting.
   a. Identify the advantages and disadvantages of a computerized accounting system.
   b. Identify the importance of maintaining backup copies of data.
   Related Academic Topics (See Appendix A): C1, C2, C4, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

Course Name: Machine Transcription

Course Abbreviation: BOT 1513

Classification: AOC Core

Description: This course is designed to teach transcription of a wide variety of business communications from machine dictation. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Document Formatting and Production (BOT 1113) and Mechanics of Communication (BOT 1713)

Competencies and Suggested Objectives:

1. Demonstrate proper utilization, maintenance, and care of transcription equipment.
   a. Maintain headsets for safe and hygienic operation.
   b. Develop proper technique for foot-pedal control.
   Related Academic Topics (See Appendix A): C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
2. Employ proper techniques of transcription to produce mailable business documents.
   a. Proofread for grammatical and contextual errors.
   b. Employ correct spelling, grammar usage, and style.
   c. Use appropriate reference materials.
   Related Academic Topics (See Appendix A): C1, C4, C5,
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Advanced Microcomputer Applications

Course Abbreviation: BOT 2713

Classification: AOC Core

Description: This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Microcomputer Applications (BOT 1133)

Competencies and Suggested Objectives:

1. Create integrated business documents transferring data among software applications.
   a. Transfer data between a database application and a spreadsheet application.
   b. Transfer data between a database application and a word processing application.
   c. Transfer data between a spreadsheet application and a word processing application.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4
2. Utilize advanced functions of software applications.
   a. Describe and/or set up appropriate configurations of software.
   b. Use advanced functions of word processing software.
   c. Use advanced functions of database management software.
   d. Use advanced functions of spreadsheet software.

   Related Academic Topics (See Appendix A): C1, C2, C4
   Workplace Skills (See Appendix B): WP2, WP4
3. Identify new technology.
   a. Describe teleconferencing.
   b. Describe the use of virtual reality.
   c. Use a public information retrieval service and conduct a search.
   d. Use CD-ROM technology.

   Related Academic Topics (See Appendix A): C2, C4, C6, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
4. Make informed decisions for evaluating and purchasing computer software and equipment.
   a. Discuss basic criteria for evaluating software.
   b. Identify requirements for computer hardware.
   c. Discuss computer ethics.

d. Discuss the advantages and disadvantages of a local area network.
Related Academic Topics (See Appendix A): C1, C4, C6, S8
Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

5. Plan, develop, and deliver a presentation using multimedia.
   a. Organize information and plan the message.
   b. Utilize multimedia software applications to enhance the message.
   Related Academic Topics (See Appendix A): C1, C2, C4, C6, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
6. Demonstrate the ability to access information using electronic sources to include online database and CD-ROM software.
   a. Access telecommunications software.
   b. Search and download information.
   Related Academic Topics (See Appendix A): C2, C4, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

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Course Name: Administrative Office Procedures

Course Abbreviation: BOT 2723

Classification: AOC Core

Description: This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Ability to key straight copy material at a minimum of 40 gwpm; and Microcomputer Applications (BOT 1133)

Competencies and Suggested Objectives:

1. Describe the importance of administrative support in today's business environment.
   a. Define administrative support.
   b. Discuss the impact of technology in business.
   c. Discuss the responsibilities of individual employees in relation to global competition, increased emphasis on personal productivity, customer service, and responsible business practices.
   d. Review an organizational network and describe the relationships between positions and responsibilities.

   Related Academic Topics (See Appendix A): C1, C3, C4, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4
2. Examine employment, health, and safety issues.
   a. Discuss the importance of good labor relations.
   b. List workers' rights regarding issues such as sexual harassment, discrimination, and privacy.
   c. Identify agencies that establish and monitor health and safety standards; identify important health and safety standards established by these agencies.
   d. List the main causes of accidents in the office and identify preventive measures.
   e. Define and discuss ergonomics.
   f. Identify health problems associated with improper use of technology, such as carpal tunnel syndrome, and identify preventive measures.
   g. Identify responsibilities organizations have to their employees in terms of the *Right to Know Law* and risk management.

   Related Academic Topics (See Appendix A): C1, C3, C4, C6, S1, S8
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4, WP6
3. Manually or electronically apply organizational and time management principles to increase productivity.

a. Define productivity.
b. Create a personal time log to analyze how time is spent.
c. Set goals and establish priorities.
d. Develop a *To Do List*, prioritize tasks, and establish deadlines.
e. Use a calendaring system.
f. Outline steps needed to complete a project: determining resources required (people, time, money, facilities), analyzing work flow for efficiency, and determining and tracking delegated responsibilities.

Related Academic Topics (See Appendix A): C1, C4, C5, M3
Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6

4. Process mail.
   a. Define terms associated with mail processing.
   b. Classify and sort mail.
   c. Address national and international mail.
   d. Select and justify the most appropriate method to use in sending domestic and international mail in terms of cost, time, and other considerations.
   e. Sort and select records from a database to create a mailing list.
   f. Discuss ethical and legal issues associated with electronic mail.
   g. Discuss the advantages, disadvantages, costs, confidentiality, external and internal systems, and other aspects of facsimile mail and electronic mail.
   h. Fax a document.
   i. Transmit and receive electronic mail.

   Related Academic Topics (See Appendix A): C1, C3, C4, C6, M2, M3
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
5. Demonstrate an understanding of reprographics equipment, procedures, and applications.
   a. Define terminology associated with reprographics (copying).
   b. Identify types of copies available and copier features.
   c. Discuss proper maintenance of copying equipment.
   d. Determine the most appropriate method to use in copying documents.
   e. Discuss copyright laws associated with copying printed material.
   f. Copy documents producing quality reproductions.
   g. Explain troubleshooting procedures to follow when confronted with a problem during copying.
   h. Compare and recommend vendors using specified criteria, evaluating features, support, and maintenance.

   Related Academic Topics (See Appendix A): C1, C3, C4, C6
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
6. Demonstrate knowledge of telephone systems and good telephone protocol.
   a. Discuss current and futuristic features of telephone systems.
   b. Describe features of voice mail.
   c. Explain long-distance service features.
   d. Determine the most appropriate method to use in placing telephone calls.
   e. Discuss proper telephone protocol.

f. Locate business, government, and residential phone numbers by using the telephone book.
g. Determine time zones and area codes and outline procedures for making calls using this information.
h. Apply good techniques when placing and receiving telephone calls.
i. Transfer and screen calls efficiently.
j. Take and relay accurate phone messages.

Related Academic Topics (See Appendix A): C1, C2, C3, C6, M2, M3
Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

7. Demonstrate knowledge of the processes involved in making national and international travel arrangements and issues related to such travel.
   a. Analyze various methods of travel and determine the most appropriate method.
   b. Investigate international health policies, driving regulations, customs procedures and restrictions, passport and visa requirements, monetary exchange procedures, time differences, embassy locations, ground transportation, and cultural differences.
   c. Discuss the process of planning a national and international trip including working with a travel agent, arranging car rentals, and making hotel reservations.
   d. Make a travel itinerary.
   e. Discuss safety and security issues related to travel, such as preventive health measures and personal and property safety techniques.
   f. Complete an expense report.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, S8
   Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6
8. Plan and conduct a meeting.
   a. Perform pre-meeting procedures.
   b. Create a meeting agenda.
   c. Conduct a meeting.
   d. Take minutes of a meeting.
   e. Evaluate a meeting.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4
9. Demonstrate group/team ability to plan, research, organize, and prepare a written and/or oral presentation using appropriate media and technology to present solutions to current business issues or problems.
   a. Identify the problem or issue to be addressed.
   b. Research the issue or problem.
   c. Analyze the research results in order to organize or problem solve.
   d. Prepare and give a written or oral presentation.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4

10. Complete preparations for the job application process.
    a. Identify sources of potential job opportunities.
    b. Finalize personal data sheet and letters of application.
    c. Demonstrate proper behavior for an interview.
    d. State proper procedure to follow when leaving a position.

    Related Academic Topics (See Appendix A): C1, C4, C5, C6
    Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

Course Name: Desktop Publishing

Course Abbreviation: BOT 2133

Classification: AOC Core

Description: This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Word Processing Applications (BOT 1123)

Competencies and Suggested Objectives:

1. Demonstrate knowledge of hardware and operating system requirements used with desktop publishing.
   a. Discuss the advantages and disadvantages of printer types in terms of their appropriateness for desktop publishing applications.
   b. Identify types and characteristics of input devices used with desktop publishing.
   c. List the system hardware requirements for most desktop publishing applications and software programs.
   d. Discuss advantages and disadvantages of monitor size and screen resolution for desktop publishing.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, M3
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Identify popular page layout software programs and other software application programs that may be used with desktop publishing.
   a. Name several popular page layout (composition) programs.
   b. Name software programs that are used in conjunction with desktop publishing software programs.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate knowledge of desktop publishing concepts and career opportunities.
   a. Define terminology related to desktop publishing.
   b. List several types of documents and publications that can be created with desktop publishing software.
   c. Describe ways that desktop publishing can be used in business, at home, and at school.
   d. Discuss the benefits of desktop publishing.

e. Identify careers and discuss self-employment opportunities using desktop publishing.

Related Academic Topics (See Appendix A): C1, C3, C4, C5
Workplace Skills (See Appendix B): WP2, WP4, WP6

4. Demonstrate knowledge of legal and ethical aspects associated with using and modifying electronic clip art, scanned text, and graphics in creating desktop publications.
   a. Discuss copyright laws pertaining to scanned images and documents used in desktop publishing.
   b. Discuss copyright laws pertaining to the use of electronic clip art in desktop publishing.
   c. Identify situations where scanned images, documents, and electronic graphics may legally be used but are ethically questionable.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Design attractive desktop published documents.
   a. Determine the best type of desktop publication based upon the purpose of the publication, intended audience, life of publication, cost limits, and time constraints.
   b. Discuss typography elements such as categories of typeface, type styles, and fonts.
   c. Plan an effective printed presentation of text by determining appropriate typefaces, type sizes, height, leading, alignment, spacing attributes, kerning, use of special characters such as bullets, and emphasis features such as bold and underline.
   d. Plan an effective layout in terms of design for ease of readability and attractiveness by determining proper line length, use of white space, column position and spacing, page margins, and graphic placements.
   e. Plan effective visual presentation of graphic boxes, lines, illustrations, and images.

   Related Academic Topics (See Appendix A): C1, C2, C4, M2, M3
   Workplace Skills (See Appendix B): WP2, WP4, WP6
6. Produce attractive desktop published documents.
   a. Create, edit, and save style sheets.
   b. Create and use templates.
   c. Create multi-page and multi-column documents.
   d. Demonstrate use of keyboard shortcuts.
   e. Create a desktop publication that includes graphics in the form of clip art, boxes, shading, lines, and illustrations created with drawing and paint tools.
   f. Generate a variety of documents such as flyers, newsletters, bulletins, proposals, reports, business cards, greeting cards, and brochures.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M2
   Workplace Skills (See Appendix B): WP2, WP4, WP6

7. Import text and graphics from other software programs.
   a. Import text from a word processing program into a desktop published document.
   b. Import graphics, charts, text, or tables from scanned material, paint, spreadsheet, or database software programs into a desktop publication.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M2
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Advanced Business Accounting

Course Abbreviation: BOT 2443

Classification: AOC Core

Description: This course is designed as a continuation of Business Accounting.

Prerequisite: Business Accounting (BOT 1433)

Competencies and Suggested Objectives:

1. Calculate the cost of inventory using the following methods:
   a. First-in, First-out method
   b. Last-in, First-out method
   c. Average cost method
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Account for plant assets.
   a. Calculate depreciation using various methods.
   b. Journalize the disposal of plant assets.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Introduce basic principles of payroll accounting.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Apply basic principles and concepts of accounting.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Journalize basic entries of partnerships.
   a. Formation of a partnership.
   b. Allocation of partnership income and loss.
   c. Admission of a new partner.
   d. Withdrawal of a partner.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
6. Journalize entries for a corporation.
   a. Issuance of capital stock.
   b. Purchase and sale of Treasury Stock.
   c. Issuance of dividends.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

7. Account for bonds payable.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
8. Prepare a statement of cash flow.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Income Tax Accounting

Course Abbreviation: BOT 2423

Classification: AOC Core

Description: This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Business Accounting (BOT 1433)

Competencies and Suggested Objectives:

1. Demonstrate an understanding of basic tax accounting terminology, concepts, and procedures.
   a. Determine filing status for taxpayer.
   b. Determine if taxpayer should take itemized or standard deductions.
   c. Calculate taxable income.
   d. Calculate tax liability.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Acquire a working knowledge for preparing and filing returns using current tax forms with accompanying schedules.
   a. Prepare Mississippi state and federal income tax forms.
   b. Prepare accompanying schedules for appropriate tax forms.
   c. Identify how the tax laws are administered and enforced.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Payroll Accounting

Course Abbreviation: BOT 2433

Classification: AOC Core

Description: This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Computerized Accounting (BOT 2413)

Competencies and Suggested Objectives:

1. Demonstrate a basic understanding of the need for payroll and personnel records.
   a. Identify various laws affecting employers' payroll operations.
   b. Discuss the importance of a thorough record keeping system.
   c. Prepare the payroll register and the employee's earnings records.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Demonstrate an understanding of the computation of wages and salaries.
   a. Calculate employee's wages utilizing various methods of payment (i.e., converting weekly wage rates to hourly rates, calculating earnings under incentive and commission plans).
   b. Utilize the Fair Labor Standards Act in the computation of wages and salaries.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Journalize payroll transactions.
   a. Calculate common deductions including FICA and federal income taxes.
   b. Calculate net pay.
   c. Prepare various quarter-end and year-end payroll tax forms.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Comply with federal and state withholding tax deposit requirements.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Supervised Work Experience

Course Abbreviation: BOT 2913

Classification: AOC Core

Description: This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Vocational Business Technology. Must be at least 135 clock hours of on-the-job training. (3 sch: 9 hr. externship)

Prerequisite: Business Accounting (BOT 1433)

Competencies and Suggested Objectives:

1. Demonstrate skills needed to be a viable member of the accounting workforce.
   a. Apply skills developed in accounting coursework.
   b. Practice good human relation skills.
   c. Assume responsibility for attendance and punctuality.
   d. Display appropriate appearance for an individual work environment.
   e. Compile a written training agreement in cooperation with the instructor and employer which details work schedule and wages, and specific tasks/skills to be mastered in the program.
   f. Compile a daily log of activities and tasks.
   g. Submit weekly reports to the instructor summarizing activities and tasks completed.
   h. Follow written guidelines for work experience program.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4, WP6

Course Name: Medical Machine Transcription I

Course Abbreviation: BOT 2523

Classification: AOC Core

Description: This course is designed to teach transcription of various medical documents. (3 sch: 1 hr. lecture, 4 hr. lab)

Prerequisites: Document Formatting and Production (BOT 1113) and Medical Office Terminology I (BOT 1613)

Competencies and Suggested Objectives:

1. Demonstrate proper use of transcription equipment.
   a. Perform safe and hygienic operation of equipment.
   b. Acquire proper techniques for the use of transcription equipment.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, S1, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Transcribe medical reports accurately and expediently from various medical specialties.
   a. Absorb a useful medical vocabulary and spell medical terms correctly.
   b. Recognize spoken medical terms and categories.
   c. Employ proper techniques for using medical resource materials.
   d. Accurately and expediently transcribe reports from various medical specialties.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, S1, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Medical Machine Transcription II

Course Abbreviation: BOT 2533

Classification: AOC Core

Description: This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. (3 sch: 1 hr. lecture, 4 hr. lab)

Prerequisite: Machine Transcription (1513) or Medical Machine Transcription I (BOT 2523)

Competencies and Suggested Objectives:

1. Continue transcribing medical reports accurately and expediently from various medical specialties.
   a. Increase medical vocabulary.
   b. Continue to employ proper techniques for using medical resources.
   c. Accurately and expediently transcribe medical reports from additional specialties.
   d. Transcribe medical reports dictated by doctors with foreign accents.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, S1
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Medical Office Terminology I

Course Abbreviation: BOT 1613

Classification: AOC Core

Description: This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to term definitions, emphasis is placed on correct spelling and pronunciation. (Same as Medical Terminology (MET 1213) which can be taken in place of this course.) (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Recognize and discuss word components, terms, procedures, and abbreviations related to the various body systems.
   a. Identify combining forms, suffixes, and prefixes related to the various body systems.
   b. Identify and discuss disease terms related to the various body systems.
   c. Identify diagnostic imaging, clinical, surgical, and laboratory procedures related to the various body systems.
   d. Identify abbreviations related to the various body systems.
   e. Define, spell, pronounce, and use terms related to the various body systems.

Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, S1, S8
Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Medical Office Terminology II

Course Abbreviation: BOT 1623

Classification: AOC Core

Description: This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: None

Competencies and Suggested Objectives:

1. Using appropriate electronic equipment, obtain a knowledge of medical terms related to body systems.
   a. Spell medical terms.
   b. Pronounce rnedical terms.
   c. Define medical terms using Greek and Latin prefixes, suffixes, and combining forms.
   d. Identify medical abbreviations.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, S1, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Select and use appropriate references.
   a. Utilize hard copy resources to include medical dictionaries (abridged and unabridged), and pharmacology references.
   b. Utilize electronic resources to include medical terminology software, cassettes, (audio, video), and CD-ROM.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, S1, S8
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Medical Office Concepts

Course Abbreviation: BOT 2743

Classification: AOC Core

Description: This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Medical Office Terminology I (BOT 1613) and/or Medical Office Terminology II (BOT 1623)

Competencies and Suggested Objectives:

1. Analyze career opportunities and recognize proper ethical conduct.
   a. Acquire information on career opportunities.
   b. Discuss the principle of medical ethics.
   c. Interpret legal responsibilities of medical office personnel.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
2. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
   a. Develop a plan for personal, educational, and professional growth.
   b. Discuss the necessity of life long learning.
   c. List the benefits of professional affiliations and certification programs.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
3. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
   a. Apply techniques to improve listening, verbal, and nonverbal communication skills.
   b. Discuss interpersonal skills essential to successful communications with people from diverse cultural and international backgrounds and with the differently-abled.
   c. Apply business etiquette skills in professional situations.
   d. Apply problem-solving and conflict-resolution skills.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
4. Acquire and practice medical office administrative responsibilities.
   a. Simulate medical office telephone techniques.
   b. Apply guidelines of medical office appointment scheduling.
   c. Perform the steps in the medical office filing process.
   d. Compose mailable written communications.

Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

5. Prepare medical records.
   a. Develop an appreciation for the purpose of maintaining patient records.
   b. Transcribe and maintain clinical records.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
6. Prepare and process incoming and outgoing mail both as hard copy and electronic communications.
   a. Simulate preparing and processing hard copy mail.
   b. Contrast various postal services.
   c. Demonstrate and/or simulate preparing and processing various electronic communications.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
7. Demonstrate a comprehension of reprographics equipment.
   a. Identify types of copiers available and copier features.
   b. Determine the most appropriate method to use in copying documents.
   c. Copy documents producing quality reproductions.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

Course Name: Medical Information Management

Course Abbreviation: BOT 2753

Classification: AOC Core

Description: This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Medical Office Concepts (BOT 2743)

Competencies and Suggested Objectives:

1. Demonstrate medical office patient billing procedures.
   a. Utilize fee schedules.
   b. Prepare and maintain patient accounts.
   c. Demonstrate a comprehension of the process of aging patient accounts.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Process health insurance claim forms.
   a. Describe the various types of health insurance coverage.
   b. Use proper electronic equipment to prepare health insurance claim forms.
   c. Explain the purpose of workers' compensation insurance and alternative financing plans.
   d. Demonstrate use of ICD-9-CM and CPT-4 coding.
   Related Academic Topics (See Appendix A): C1, C4, C5, M2
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Prepare medical office financial records.
   a. Utilize a pegboard system.
   b. Maintain monthly and yearly summaries.
   c. Prepare checking account records and petty cash vouchers.
   d. Compute and record payroll.
   Related Academic Topics (See Appendix A): C1, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Demonstrate medical office management techniques.
   a. Develop a patient information brochure.
   b. Discuss the significance of an office procedures manual.
   c. Plan the organization of the medical office work area.
   d. Discuss safety and hygiene procedures in the medical office to include: floors, electrical cords, fire hazards, and furniture.
   e. Discuss responsibility toward housekeeping duties, laundry, maintenance, supplies, and the patient lobby.

Related Academic Topics (See Appendix A): C1, C2, C4, C5, S8
Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6

5. Demonstrate knowledge of the processes involved in arranging medical meetings and travel.
   a. Arrange details for a formal meeting.
   b. Prepare the minutes of a meeting.
   c. Analyze various methods of travel and determine the most appropriate method.
   d. Prepare an itinerary.

   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
6. Organize information for the employment process.
   a. Examine sources for locating job opportunities.
   b. Prepare an application letter and resume.
   c. Complete an application form.
   d. Demonstrate proper techniques for an interview.

   Related Academic Topics (See Appendix A): C1, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6

Course Name: Network Management

Course Abbreviation: BOT 2153 (CPT 2153)

Classification: AOC Core

Description: This course focuses on the management of a computer network lab including installation of network software and administration of a network. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: BOT 1133 (Microcomputer Applications) or equivalent

Competencies and Suggested Objectives:

1. Identify networking theories and concepts and the different components and technologies that allow network communication.
   a. Identify characteristics and features of system hardware components.
   b. Identify the roles of workstation operator, network administrator, and system operator.
   c. Identify the technologies involved in network communication.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, S6
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
2. Plan, install, and configure a network.
   a. Design network cabling and server layout.
   b. Install and configure server hardware.
   c. Configure network software to meet specifications.
   d. Select application software appropriate to the network.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, S6
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6
3. Perform network administration.
   a. Organize directories, files, and disks.
   b. Implement user configuration to include network security.
   c. Implement network backup strategies.
   d. Establish network printing services.
   e. Perform maintenance check.
   f. Monitor system performance and troubleshoot.
   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, S6
   Workplace Skills (See Appendix B): WP2, WP4, WP5, WP6

LEGAL COURSES

Course Name: Stenograph Machine Shorthand I

Course Abbreviation: LET 1413

Classification: AOC Core

Description: This course is designed to instruct the student in stenotype theory. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: None

Competencies and Suggested Objectives:

1. Know and apply stenotype theory including brief forms and phrases.
   a. Operate the stenotype shorthand machine correctly using the touch method.
   b. Read stenotype theory from printed material at the rate of 120 words per minute.
   c. Take dictation, on the stenotype machine, at the rate of 60 words per minute on letters.
   d. Transcribe mailable copy from dictated stenotype notes.

   Related Academic Topics (See Appendix A): C1, C3, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Stenograph Machine Shorthand II

Course Abbreviation: LET 1423

Classification: AOC Core

Description: This course is a continuation of Stenograph Machine Shorthand I. Emphasis is placed on keyboard, theory, and speed development. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Stenograph Machine Shorthand I (LET 1413)

Competencies with Suggested Objectives:

1. Develop, complete, and apply stenotype theory including brief forms and phrases.
   a. Take dictation at the rate of 100 words per minute on courtroom material.
   b. Transcribe mailable copy from dictated stenotype notes.
   Related Academic Topics (See Appendix A): C1, C3, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Speed Building I

Course Abbreviation: LET 1813

Classification: AOC Core

Description: This is an initial course for building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Stenograph Machine Shorthand II (LET 1423)

Competencies with Suggested Objectives:

1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.
   a. Take dictation at the rate of 80 words per minute for two minutes with 95 percent or better accuracy and successfully produce a minimum of two mailable transcripts of such takes on courtroom material.

   Related Academic Topics (See Appendix A): C1, C3
   Workplace Skills (See Appendix B): WP6

Course Name: Speed Building II

Course Abbreviation: LET 1823

Classification: AOC Core

Description: This is a continuation course for building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Speed Building I (LET 1813)

Competencies with Suggested Objectives:

1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.
   a. Take dictation at the rate of 120 words per minute for two minutes with 95 percent or better accuracy and successfully produce a minimum of two mailable transcripts of such takes on courtroom material.

   Related Academic Topics (See Appendix A): C1, C3
   Workplace Skills (See Appendix B): WP6

Course Name: Stenograph Machine Shorthand III

Course Abbreviation: LET 2433

Classification: AOC Core

Description: This is a continuation course for advanced speed development. Carefully graded and timed practice material is utilized. Writing vocabulary is developed along with speed. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Stenograph Machine Shorthand II (LET 1423), Speed Building I (LET 1813), and Speed Building II (LET 1823)

Competencies with Suggested Objectives:

1. Demonstrate advanced skill and speed of operating the stenotype machine and production of mailable transcripts.
   a. Take dictation at the rate of 160 words per minute on literary, using an electronic stenotype machine.
   b. Take dictation at the rate of 180 words per minute on jury charge, using an electronic stenotype machine.
   c. Take dictation at the rate of 200 words per minute on testimony, using an electronic stenotype machine.
   d. Transcribe two mailable takes from dictated stenotype notes on each of the above types of material, using a computer-assisted transcription system.
   e. Take office-style dictation and transcribe mailable copy.
   f. Use supplemental skills essential in transcribing computer shorthand notes:
      i. Spell correctly.
      ii. Punctuate for clarity.
      iii. Build a business vocabulary.
      iv. Demonstrate good grammar skills.
      v. Proofread carefully, correcting all errors.
   g. Use simulated office activities to complete a project to include samples of actual office dictation to be transcribed as a mailable document.

   Related Academic Topics (See Appendix A): C1, C3, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Court Reporting Procedures

Course Abbreviation: LET 2613

Classification: AOC Core

Description: This course is a study of the role of the reporter in trials, depositions, and administrative hearings; transcript preparation and format; proofreading; instruction in dictating equipment and writing for a notereader and computer; marking exhibits; indexing and storing notes; reporting techniques; instruction in the proper use of library and reference materials; and instruction in the National Court Reporters Association (NCRA) Code of Professional Responsibility. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Stenograph Machine Shorthand II (LET 1423), Speed Building I (LET 1813), and Speed Building II (LET 1823)

Competencies with Suggested Objectives:

1. Identify the role of the court reporter and skills needed by the court reporter.
   a. Identify the role of the reporter in trials, depositions, and administrative hearings.
   b. Write accurately for a notereader or computer.
   c. Demonstrate ability to mark exhibits properly.
   d. Demonstrate ability to index and store notes properly.
   e. Identify reporting techniques such as when and how to interrupt a speaker, obtain spellings of proper names, and identify speakers in a multi-speaker situation.
   f. Use library and appropriate reference materials to include how to research citations.
   g. Identify the NCRA Code of Professional Responsibility to include:
      i. Conflict of interest.
      ii. Confidentiality of information.
      iii. Integrity and impartiality.
      iv. Accepting assignments.
      v. Proper use of public property, materials, supplies, or service.
      vi. Completing and delivering transcripts in accordance with court rules or within a reasonable time.
      vii. Preparing a true and accurate transcript.
      viii. Charging appropriate fees.
      ix. Using proper disclosure as to assignment of duties to another reporter and qualifications and services provided.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, M2
   Workplace Skills (See Appendix B): WP2, WP4, WP6

2. Show evidence of capability of producing appropriate transcripts.
   a. Type at least ten (10) pages of transcript taken from simulated or actual depositions or courtroom setting in two (2) hours with 98 percent accuracy.
   b. Proofread transcripts for errors in spelling, grammar, and format.

   Related Academic Topics (See Appendix A): C1, C3
   Workplace Skills (See Appendix B): WP6

Course Name: Stenograph Machine Shorthand IV

Course Abbreviation: LET 2443

Classification: AOC Core

Description: This course is a continuation of Stenograph Machine Shorthand III. Practice for court reporters to include reporting abbreviations and phrases and speaker designations for the courtroom and extracts from actual court cases. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Stenograph Machine Shorthand III (LET 2433)

Competencies with Suggested Objectives:

1. Demonstrate employment-level mastery of stenotype speed operation and production of mailable transcripts.
   a. Take dictation at the rate of 180 words per minute on literary, using an electronic stenotype machine.
   b. Take dictation at the rate of 200 words per minute on jury charge, using an electronic stenotype machine.
   c. Take dictation at the rate of 225 words per minute on testimony, including four-voice material, using an electronic stenotype machine.
   d. Transcribe a minimum of two mailable takes from dictated stenotype notes for each of the above types of material, using a computer-assisted transcription system.

   Related Academic Topics (See Appendix A): C1, C3
   Workplace Skills (See Appendix B): WP6

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Course Name: Court Reporting Technology

Course Abbreviation: LET 2622

Classification: AOC Core

Description: This course is an overview in reporter-related technology, concepts, and vocabulary. Emphasis is placed on computer-assisted transcription systems and video applications for the court reporter. (2 sch: 1 hr. lecture, 2 hr. lab)

Pre/Corequisite: Court Reporting Procedures (LET 2613)

Competencies with Suggested Objectives:

1. Identify reporter-related concepts, technology, and vocabulary.
   a. Use a computer-assisted transcription system compatible with the electronic steno machine and appropriate software to:
      i. Stroke vocabulary words into a dictionary.
      ii. Add words to a dictionary.
      ii. Translate raw steno.
      iv. Edit.
      v. Proofread.
      vi. Print.
   b. Operate a video cassette recorder and camera.
   c. Verify written transcript of trial or deposition by comparing the written transcript with video presentation.
   d. Type at least ten (10) pages of transcript taken from simulated or actual depositions or courtroom setting in two (2) hours with 100 percent accuracy.

   Related Academic Topics (See Appendix A): C1, C2, C3, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Internship for Court Reporters

Course Abbreviation: LET 2911

Classification: AOC Core

Description: This course provides supervised practical experience in courts or freelance court reporting firms. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting, thus adding meaning to the related school program. Should be taken during final semester. (1 sch: 3 hr. externship)

Prerequisite: Completion of 3 semesters in program area.

Competencies with Suggested Objectives:

1. Complete an internship experience comprised of working in an actual employment setting with the supervision of a practitioner in the field.
   a. Compile a written training agreement in cooperation with the instructor and employer which details work schedule and wages and specific tasks/skills to be mastered in the program.
   b. Compile a daily log of activities and tasks.
   c. Submit periodic reports to the instructor, summarizing activities and tasks completed.
   d. Follow written guidelines for work experience programs.
   e. Spend a minimum of forty (40) hours of actual writing time with an employer and transcribe steno notes taken for submission to instructor.

   Related Academic Topics (See Appendix A): C1, C2, C3, C4, C5, M1, M2, M7, S1, S8

   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4, WP6

Course Name: Legal Systems and Terminology

Course Abbreviation: LET 1113

Classification: Vocational-Technical Core

Description: This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. (3 sch: 3 hr. lecture)

Prerequisites: Local college requirements

Competencies and Suggested Objectives:

1. Differentiate between federal and state court systems.
   a. Recognize levels of the United States Court System.
   b. Recognize levels of the Mississippi Court System.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Explore areas of employment.
   a. Discover professional employers outside traditional law office.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Identify legal vocabulary.
   a. Research legal terminology.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Distinguish between various areas of law.
   a. Recognize civil law situations.
   b. Identify criminal law situations.
   c. Establish basic knowledge of real estate law.
   d. Decide areas of contract law.
   e. Discern probate and estate planning.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Recognize ethical restrictions of the paralegal.
   a. Demonstrate awareness of constraints.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Family Law

Course Abbreviation: LET 1513

Classification: Vocational-Technical Core

Description: This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. (3 sch: 3 hr. lecture)

Prerequisites: Local college requirements

Competencies and Suggested Objectives:

1. Describe antenuptial agreements.
   a. Draft antenuptial agreement.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Recognize elements of a valid marriage.
   a. Differentiate between a ceremonial marriage and a common law marriage.
   b. Research state statutes listing requirements for a valid marriage.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Explain the grounds for annulment.
   a. Research the state statutes pertaining to annulment.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Demonstrate a working knowledge of the grounds for and defenses to a divorce action.
   a. Research state statutes on divorce grounds and defenses.
   b. Draft a complaint for divorce.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Distinguish between alimony and child support.
   a. Research state law pertaining to both alimony and child support.
   b. Calculate support payments and arrearage.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
6. Demonstrate knowledge of child custody.
   a. Gain familiarity with the Uniform Child Custody Jurisdiction Act.
   b. Examine petitions for modification.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

7. Explain adoption.
   a. Identify various types of adoption.
   b. Examine petitions for adoption.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
8. Explain guardianship and conservatorship.
   a. Differentiate between a guardianship and a conservatorship.
   b. Review a guardianship and a conservatorship.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Legal Research

Course Abbreviation: LET 1213

Classification: AOC Core

Description: This course is an introduction to basic sources of law and the methods of legal research, including ethics. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Legal Systems and Terminology (LET 1113)

Competencies and Suggested Objectives:

1. Analyze a legal research problem.
   a. Identify facts and legal issues in descriptive terms.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Locate, read, and analyze court opinions.
   a. Demonstrate the ability to use the digest to locate case law.
   b. Locate and analyze cases in both the state and federal reporter system.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Locate, read, and analyze statutes.
   a. Use the index to the Mississippi Code to locate state statutes and apply to the legal question.
   b. Locate, analyze, and apply federal statutes.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Conclude the research process by updating the legal sources.
   a. Examine Shepard's citation system with computerized legal research or Shepard's series.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Employ the use of secondary sources and the role of secondary authority.
   a. Demonstrate ability to use a legal encyclopedia.
   b. Be familiar with horn books, treatises, form books, and legal periodicals.
   c. Demonstrate a knowledge of American Law Reports annotation system.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
6. Become familiar with computer assisted legal research tools.
   a. Employ the ability to research on an on-line system.
   b. Employ the ability to research using a CD-ROM research system.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

7. Acquire the skill to correctly cite legal sources.
   a. Prepare legal citations correctly using a legally recognized and accepted citation manual.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
8. Demonstrate legal research techniques in a written memorandum.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Wills and Estates

Course Abbreviation: LET 1413

Classification: AOC Core

Description: This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. (3 sch: 3 hr. lecture)

Prerequisite: Local college requirements

Competencies and Suggested Objectives:

1. Discuss intestate succession.
   a. Research Mississippi case law and statutes regarding intestate succession.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Discuss different types of wills.
   a. Research statutory and common law requirements for an attested will and a holographic will.
   b. Prepare a simple will.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Explain the concept of probating an estate.
   a. Differentiate between the probate of an intestate and a testate estate.
   b. Organize and prepare the necessary materials to probate an estate.
   c. Prepare and draft an annual accounting of an estate.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Explain a living will.
   a. List requirements for a valid living will with the aid of legal research skills.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Explain the various types of trusts and their role in estate planning.
   a. Examine the differences between a testamentary trust and an intervivos trust.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

6. Examine powers of attorney.
   a. Explain the durable power of attorney.
   b. Explain the durable power of attorney for health care.
   c. Review forms for each type of power of attorney.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Real Property I

Course Abbreviation: LET 2453

Classification: AOC Core

Description: This course is an introduction to real property law including ownership and transfer, employing ethics. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives:

1. Demonstrate knowledge of types of ownership and type of interest in real property.
   a. Outline the methods of acquiring ownership to real property.
   b. Draft a co-tenancy agreement regarding property rights.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Demonstrate knowledge of surveys, land descriptions, encumbrances, and easements.
   a. Given a hypothetical situation, locate errors in a survey and plot a land description.
   b. Differentiate encumbrances and easements.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M1, M2, M4, M7
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate a basic understanding of contracts.
   a. List the requirements of a valid contract.
   b. Explain the remedies for breach of contracts.
   c. Prepare a contract.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Demonstrate an understanding of deeds.
   a. Explain the various types of deeds to include warranty, special warranty, and quit claim.
   b. Discuss the basic requirements of a deed.
   c. Prepare valid deeds as listed above.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Real Property II

Course Abbreviation: LET 2463

Classification: AOC Core

Description: This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract and complete an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Real Property I (LET 2453)

Competencies and Suggested Objectives:

1. Demonstrate knowledge of the legal aspects of real estate finance.
   a. Discuss security instruments.
   b. Analyze foreclosure and other mortgage remedies.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Develop proficiency in the production of mortgage forms.
   a. Review and prepare mortgage provisions and loan documents.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Perform basic title examination.
   a. Identify recording statutes.
   b. Identify title defects and problems.
   c. Compile a title certificate.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Demonstrate a basic understanding of title insurance.
   a. Compare and contrast owner's and mortgagee policies.
   b. Explain the claims procedures under title insurance policies.
   c. Produce a title commitment for insurance.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Describe and apply the anatomy of a real estate closing.
   a. Review a real estate contract and docket contractual dates.
   b. Review mortgage loan commitment and mortgage documents.
   c. Order and review title binder and survey locating potential problems.
   d. Prepare and review deed.
   e. Prepare and review closing statement.
   f. Forward appropriate documents for recording and cancellation.

g. Perform post-closing procedures.
Related Academic Topics (See Appendix A): C1, C2, C4, C5
Workplace Skills (See Appendix B): WP2, WP4, WP6

6. Display knowledge of government regulation of real estate closings.
   a. Explain the real estate settlement procedures act.
   b. Discuss the truth-in-lending act.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
7. Demonstrate a basic knowledge of leases.
   a. Define and prepare a lease.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Legal Writing

Course Abbreviation: LET 1713

Classification: AOC Core

Description: This course includes composition of legal communications, briefs memoranda, and other legal documents with an emphasis on ethical considerations. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Legal System and Terminology (LET 1113)) and Legal Research (LET 1213)

Competencies and Suggested Objectives:

1. Demonstrate the ability to analyze and organize a legal problem into a concise basic legal memorandum given a factual situation.
   a. Analyze a legal problem.
   b. Organize and write analysis.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Integrate research and reference sources into the analytical process.
   a. Use computer aided research.
   b. Use proper reference sources.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate the ability to draft legal documents.
   a. Review appellate brief.
   b. Draft interoffice memorandum.
   c. Draft other legal documents.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Administrative Law and Bankruptcy

Course Abbreviation: LET 2523

Classification: AOC Core

Description: This course is an introduction to the field of administrative and public law with emphasis on powers and procedure and governmental agencies and the introduction to federal bankruptcy statutes and various types of bankruptcy forms. (3 sch: 3 hr. lecture)

Prerequisite: Legal Systems and Terminology (LET 1113)

Competencies and Suggested Objectives:

1. Identify administrative government agencies.
   a. Review administrative agency rules, regulations, and procedures.
   b. Interview client to collect information relevant to the following type cases:
      i. Workers' Compensation.
      ii. Social Security.
      iii. Medicaid/Medicare.

   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
2. Review legal process associated with administrative law.
   a. Demonstrate knowledge of local rules.
   b. Identify steps of review.

   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Recognize different types of bankruptcy.
   a. Prepare Chapter 7 bankruptcy.
   b. Prepare Chapter 13 bankruptcy.
   c. Preview Chapter 11, 12 and other bankruptcies.

   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Demonstrate use of federal and state bankruptcy codes.
   a. Research Chapter 7.
   b. Research Chapter 13.
   c. Review other applicable code sections.

   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Paralegal Skills and Applications

Course Abbreviation: LET 2633

Classification: AOC Core

Description: This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analyzation, and an overview of law office management. (3 sch: 3 hr. lecture)

Prerequisites: Legal Systems and Terminology (LET 1113)

Competencies and Suggested Objectives:

1. Describe the role of the paralegal in the workplace and legal system.
   a. Investigate different legal employment opportunities, professional associations, regulation, and ethics.
   b. Research professional journals for current trends within the profession.
   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP3, WP4, WP6
2. Research the history of the paralegal profession.
   a. Discuss stages of development of paralegalism.
   b. Identify classifications which perform paralegal functions.
   c. Review national regulations.
   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP1, WP2, WP4, WP6
3. Implement paralegal ethics.
   a. Demonstrate legal requirements of the paralegal through role-interaction of ethical situations.
   b. Discuss unauthorized practice of law (UPL).
   c. Present local, state, and federal Code of Professional Conduct.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Introduce law office management.
   a. Demonstrate billable hours for paralegal; manage time log.
   b. Identify and explain administrative systems.
   c. Demonstrate management functions.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5, M2
   Workplace Skills (See Appendix B): WP2, WP4, WP6

5. Implement interpersonal skills.
   a. Coordinate a visit to observe legal personnel.
   b. Invite a paralegal/lawyer/judge to classroom.
   c. Demonstrate responsibility and total coordination of meetings.

   Related Academic Topics (See Appendix A): C1, C3, C4, C6
   Workplace Skills (See Appendix B): WP1, WP3

Course Name: Civil Litigation

Course Abbreviation: LET 2313

Classification: AOC Core

Description: This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Legal System and Terminology (LET 1113) and Legal Research (LET 1213)

Competencies and Suggested Objectives:

1. Demonstrate a knowledge of court (system) jurisdiction.
   a. Determine state/federal court jurisdiction.
   b. Use state/federal rules of civil procedures.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Determine the applicable rules of evidence and appellate procedure.
   a. Apply rules of evidence to determine admissible documents.
   b. Demonstrate appellate procedures.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Identify legal documents for litigation.
   a. Draft summons and complaints.
   b. Draft answer and appropriate motions.
   c. Recognize other court documents.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Apply proper settlement procedures.
   a. Collect information and prepare settlement letter.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
5. Investigate case in preparation for trial.
   a. Demonstrate proper interview techniques.
   b. Draft sample interview questionnaire.
   c. Prepare and manage discovery documents.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

6. Assist attorney in preparation for trial.
   a. Organize legal documents.
   b. Create a trial notebook.

   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Torts

Course Abbreviation: LET 2323

Classification: AOC Core

Description: This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. (3 sch: 3 hr. lecture)

Prerequisites: Legal Systems and Terminology (LET 1113)

Competencies and Suggested Objectives:

1. Demonstrate a basic knowledge of the scope and practice of tort law.
   a. Recognize the various causes of action in the major area of intentional torts, products liability, and negligence.
   b. Analyze and investigate fact situations.
   c. Research statutory crimes that may also include a civil cause of action.
   d. Differentiate between fact and element.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
2. Recognize appropriate defenses and remedies.
   a. Research defenses applicable to tort law.
   b. Outline the process of interviewing witnesses.
   c. Prepare a witness statement.
   d. Demonstrate proper application of facts to elements when raising a defense and employing a remedy.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
3. Demonstrate a basic knowledge of pre-trial and trial procedures.
   a. Define and differentiate between discovery documents.
   b. Produce discovery documents.
   c. Research rules of evidence and assemble evidence.
   d. Draft documents necessary to initiate tort action.
   e. Outline and discuss the procedure (steps) of the trial process.
   Related Academic Topics (See Appendix A): C1, C2, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6
4. Demonstrate a knowledge of settlement process.
   a. Draft documents necessary to finalize settlement.
   Related Academic Topics (See Appendix A): C1, C4, C5
   Workplace Skills (See Appendix B): WP2, WP4, WP6

Course Name: Internship for Paralegal

Course Abbreviation: LET 2923

Classification: AOC Core

Description: Supervised practical experience in a private law office, courts, government offices and agencies, corporations or trust departments of banks. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (3 sch: 135 clock hours)

Prerequisite: All courses as scheduled

Competencies and Suggested Objectives:

1. Prepare employer-employee documentation.
   a. Create a daily time log of activities and tasks.
   b. Provide detailed work schedule.
   c. Provide documentation of work experience from employer.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6, M1, M2, M7
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4, WP6
2. Apply classroom skills to supervised work setting.
   a. Practice professional ethics.
   b. Research applicable areas of law.
   Related Academic Topics (See Appendix A): C1, C3, C4, C5, C6, M1, M2, M7
   Workplace Skills (See Appendix B): WP1, WP2, WP3, WP4, WP6

RELATED VOCATIONAL-TECHNICAL COURSES

Course Name: Computer Operations

Course Abbreviation: CPT 1313

Classification: Related Vocational-Technical (From Computer Programming Technology)

Description: A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: Computer Concepts and Programming Logic (CPT 1214)

Suggested Student Objectives:

1. Use text editor to create or modify a source program and/or data file and/or text.
2. Demonstrate the use of system management to include library, file, and storage media management.
3. Demonstrate printer management to include:
   a. Changing forms and ribbons.
   b. Handling forms and alignment.
   c. Handling jams.
4. Demonstrate control of system functions through correct use of the system console.
5. Develop and use system files to include file organization and retrieval methods.
6. Prepare job streams and correct job control cards.
7. Prepare runs for the computer.
8. Observe and control the course of jobs being run on the computer system.
9. Operate off-line equipment.
10. Correct machine malfunctions.
11. Given a hypothetical technical problem, prepare a solution to be presented to higher level personnel.
12. Determine memory allocations and priorities.
13. Construct processing schedule.
14. Determine archival storage requirements.
15. Prepare a distribution schedule for output.
16. Describe importance in the care of format and backup.

Course Name: BASIC Programming Language

Course Abbreviation: CPT 1224

Classification: Related Vocational-Technical (From Computer Programming Technology

Description: Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. (4 sch: 2 hr. lecture, 4 hr. lab)

Prerequisites:

Suggested Student Objectives:

1. Demonstrate editing features available to add, delete and change lines in a BASIC program.
2. Design a flowchart, code, document, and run/debug a BASIC program.
3. Code a BASIC program which will illustrate the use of input/output functions, arithmetic operations, and conditional/relational operations.
4. Code a BASIC program which will illustrate techniques available to improve the appearance of a printed report. This should include the use of a printer spacing chart, image statements, and other printer functions.
5. Design, code, and run a BASIC program which will illustrate the use of interactive programming techniques.
6. Describe the difference between batch and on line coding.
7. Code a BASIC program which will illustrate the use of summarizing, subtotals, and group printing.
8. Utilizing structured programming techniques, design, code, and run a BASIC program which will illustrate the use of modular programming.
9. Design, code, and run a BASIC program which illustrates the use of controlled loops.
10. Design, code, and run a BASIC program which illustrates the use of array processing techniques and/or a multi-dimensional arrays.
11. Code a BASIC program which will illustrate the use of a sort routine.
12. Design, code, and run a BASIC program which will illustrate sequential and/or file processing techniques.

RELATED ACADEMIC COURSES

Course Name: Principles of Accounting I

Course Abbreviation: ACC 1213

Classification: Related Academic

Description: This course is a study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting.

Prerequisite: None

Course Name: Principles of Accounting II

Course Abbreviation: ACC 1223

Classification: Related Academic

Description: This course is a continuation of ACC 1213.

Prerequisite: ACC 1213 (Principles of Accounting I)

Course Name: Legal Environment of Business

Course Abbreviation: BAD 2413

Classification: Related Academic

Description: This course is designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers.

Course Name: Principles of Economics (Macroeconomics)

Course Abbreviation: ECO 2113

Classification: Related Academic

Description: This course is an introduction to economic principles, problems, and policies with emphasis on the monetary system and national income theory and measurement.

Prerequisite: None

SECTION III:

RECOMMENDED TOOLS AND EQUIPMENT

RECOMMENDED TOOLS AND EQUIPMENT FOR OFFICE SYSTEMS TECHNOLOGY

HARDWARE:

1. Computer Work Centers (Desk and Chair) (one for handicapped) (1 per student)
   Personal Computer - to follow minimum specs as published by MDE and to include access to the following:
   a. CD ROM
   b. Dot Matrix Printer (1 per 2 stations if not networked)
   c. Wide-carriage Printer (one per classroom)
   d. Laser Printer (Preferably color) (one per classroom)
   e. Telecommunications service
   f. Flat bed scanner
   g. Color page Flat bed scanner
2. LCD display panel and screen
3. 10-key Electronic Desktop Calculator
4. Transcription Units with Head Sets and Foot Pedals
5. Copier
6. Fax Machine
7. Telephone line with phone

INSTRUCTIONAL MATERIALS

1. White Boards (2 per Classroom)
2. Overhead Projector (1 per Classroom)
3. TV/VCR

SUGGESTED RESOURCES

1. Microspace
2. WordPerfect
3. Alphanumeric
4. Cortex Peters
5. DOS
6. Windows
7. Lotus 1-2-3
8. Microsoft Word
9. OS/2
10. Dbase
11. Quattro
12. Fox-pro
13. Paradox
14. EXEL
15. Integrated Accounting

16. Peachtree Accounting
17. Microsoft Office
18. Lotus Smart Office
19. Ami Pro
20. Data Communications
21. Multimedia Software
22. Virtual Reality Software
23. Presentation Software
24. PageMaker
25. Word Scan
26. Desk Scan or equivalent
27. Clip Art

RECOMMENDED TOOLS AND EQUIPMENT FOR ACCOUNTING TECHNOLOGY

1. Computer work centers (desk and chair) (one for handicapped) (1 per student)
   Personal Computer - to follow minimum specs as published by MDE
2. Dot Matrix Printers

INSTRUCTIONAL MATERIALS

1. Dedicated phone line with cordless phone

SUGGESTED RESOURCES

1. Income Tax Accounting Software
2. Payroll Accounting Software

RECOMMENDED TOOLS AND EQUIPMENT FOR MEDICAL OFFICE TECHNOLOGY

1. Access to Computer Work Centers (Desk and Chair) (one for handicapped) (1 per Student)
   Personal Computer - to follow minimum specs as published by MDE and to include access to the following:
   a. CD Rom
   b. Letter quality Printer (1 per 2 stations if not networked)
   c. Laser Printer (1 per lab)
   d. Page Scanner with support software installed (1 per lab)
   e. Telecommunications service
2. Access to transcription equipment
3. Access to fax machine
4. Telephone simulation system (1 per lab)

INSTRUCTIONAL MATERIALS

1. Audio Cassette Player/Recorder (1 per lab)
2. Cassette Copier (1 per lab)
3. TV/VCR
4. Filmstrip Projectors with sound
5. Overhead projector
6. LCD Display Panel with screen
7. Access to copier
8. Dedicated phone line with cordless phone

SUGGESTED RESOURCES

1. CD - ROM for Terminology for Allied Health Professionals
2. Word Processing Package
3. Medical Spellcheck
4. Telecommunications Simulation Software
5. Practice Management software
6. Damon Instructional Systems, an Audio-visual Instructional Material
7. Anatomy Visual Aids
8. Dictated Medical Reports on Cassettes with Duplicating Rights
9. Cordless Phone w/Phone Line
10. The Surgical Word Book
11. Physicians Desk Reference
12. Dorland's Med Dictionary
13. Instructional Videos
14. Insurance Forms
15. Practice sets
16. ICD-9-CM
17. CPT-4

RECOMMENDED TOOLS AND EQUIPMENT FOR MICROCOMPUTER TECHNOLOGY

(NOTE: Include all equipment for Office System Technology courses provided by the Office Systems Technology Department. The following is a list of the equipment, materials, and resources needed for Microcomputer Technology.)

1. Networked Microcomputer Lab with Server - 16 unit system; Second Server with Four Workstations (Mini-Lab) for Hands-On Network Management Practice
    a. Multimedia computer with CD ROM, speakers, sound card, and internal modem
    b. Dot matrix continuous feed heavy-duty printer, wide carriage (1 per class)
    c. Laser Printer (1 per class)
    d. Scanner, Color Page (1 per class)
    e. Cabling for Connecting the Two Networks
    f. Fax capability

INSTRUCTIONAL MATERIALS

1. Dedicated Telephone Line
2. Cordless Telephone (1 per lab)
3. LCD Display panel with screen (1 per lab)
4. Overhead Projector (1 per lab)
5. Access to copier

SUGGESTED RESOURCES

1. Network software
2. LAN manager software
3. Network Compatible word processing software
4. Network compatible database management software
5. Network compatible electronic spreadsheet software
6. Network compatible presentation software
7. Network compatible multitasking software
8. Network compatible operating system software
9. Network compatible desktop publishing software
10. Network compatible scanning software
11. Additional clip art software

RECOMMENDED TOOLS AND EQUIPMENT FOR PARALEGAL TECHNOLOGY

1. Access to Computer Work Centers (Desk and Chair) (one for handicapped) (1 per 2 students minimum)
   Personal Computer - to follow minimum specs as published by MDE and to include access to the following:
   a. CD ROM with internal modem
   b. Laser Printers
   c. Telecommunications service
   d. Full Page Scanner
2. LCD Projection Panel

INSTRUCTIONAL MATERIALS

1. Law Library - to provide access to the following:
   a. Personal computer - CD ROM with internal modem, laser printers, telecommunications service, full page scanner
   b. Copier
2. TV/VCR
3. Dedicated phone line with phone/extended cord

SUGGESTED RESOURCES

1. Legal Word Processing Software
2. CD ROMs and Hard Copy with Updates of the following:
   a. United States Code
   b. Bankruptcy Code
   c. Federal Reporter
   d. Federal Supplement
   e. Federal Digest
   f. American Law Reports
   g. Southern Reporter
   h. Mississippi Digest
   i. Mississippi Code
   j. Rules of Court (current versions of state and federal)
3. WESTLAW/LEXIS - Computerized Legal Research Subscriptions
4. Legal Document Software/Automated Litigation Software
5. Acceptable Law Dictionary (Minimum 1 per 5 students)

6. Professional Legal Journal Subscriptions
7. Citation Manuals
8. Specs from State Law Library -- they have multimedia
9. Word Processing software ie., Windows; DOS; WordPerfect 6.0

RECOMMENDED TOOLS AND EQUIPMENT FOR COURT REPORTING

1. Electronic Stenotype Machines, One per Student Enrolled
2. Access to Computer Work Centers (Desk and Chair) (one for handicapped) (1 per student)
   Personal computers - to follow minimum specs as published by MDE and to include access to the following:
   a. Word Processing capability
   b. Letter quality printers (1 per 2 computers if not networked)
3. Manual Stenotype Machines, (1 per student)
4. Access to Appropriate Video Equipment

SUGGESTED RESOURCES

1. Appropriate General, Legal, and Medical Dictionaries
2. Appropriate Textbook and Supplementary Study Guide
3. Audio Tapes for Practice of Courtroom Material, Including Four-Voice Testimony, Jury Charge, and Literary
4. Computer-Assisted Transcription (CAT) System Installed on an appropriate computer (1 per student)
5. Appropriate NCRA Publications
6. Audio Tapes Designed for Building Speed of Recording Dictation of Courtroom Material, Including Testimony, Jury Charge, and Literary
7. Audio Tapes for Practices of Stenotype Theory

APPENDIX A:

RELATED ACADEMIC TOPICS

APPENDIX A

RELATED ACADEMIC TOPICS FOR COMMUNICATIONS

C1 Interpret written material.
C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
C3 Listen, comprehend, and take appropriate actions.
C4 Access, organize, and evaluate information.
C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

EXPANDED TOPICS FOR COMMUNICATIONS

TOPIC C1: Interpret written material.

C1.01 Read and follow complex written directions.
C1.02 Recognize common words and meanings associated with a variety of occupations.
C1.03 Adjust reading strategy to purpose and type of reading.
C1.04 Use sections of books and reference sources to obtain information.
C1.05 Compare information from multiple sources and check validity.
C1.06 Interpret items and abbreviations used in multiple forms.
C1.07 Interpret short notes, memos, and letters.
C1.08 Comprehend technical words and concepts.
C1.09 Use various reading techniques depending on purpose for reading.
C1.10 Find, read, understand, and use information from printed matter or electronic sources.

TOPIC C2: Interpret visual materials (maps, charts, graphs, tables, etc.).

C2.01 Use visuals in written and in oral presentations.
C2.02 Recognize visual cues to meaning (layout, typography, etc.).
C2.03 Interpret and apply information using visual materials.

TOPIC C3: Listen, comprehend, and take appropriate action.

C3.01 Identify and evaluate orally-presented messages according to purpose.
C3.02 Recognize barriers to effective listening.
C3.03 Recognize how voice inflection changes meaning.
C3.04 Identify speaker signals requiring a response and respond accordingly.
C3.05 Listen attentively and take accurate notes.
C3.06 Use telephone to receive information.

C3.07 Analyze and distinguish information from formal and informal oral presentations.

TOPIC C4: Access, organize, and evaluate information.

C4.01 Distinguish fact from opinion.
C4.02 Use various print and non-print sources for specialized information.
C4.03 Interpret and distinguish between literal and figurative meaning.
C4.04 Interpret written or oral communication in relation to context and writer's point of view.
C4.05 Use relevant sources to gather information for written or oral communication.

TOPIC C5: Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.

C5.01 Select appropriate words for communication needs.
C5.02 Use reading, writing, listening, and speaking skills to solve problems.
C5.03 Compose inquiries and requests.
C5.04 Write persuasive letters and memos.
C5.05 Edit written reports, letters, memos, and short notes for clarity, correct grammar, and effective sentences.
C5.06 Write logical and understandable statements, phrases, or sentences for filling out forms, for correspondence or reports.
C5.07 Write directions or summaries of processes, mechanisms, events, or concepts.
C5.08 Select and use appropriate formats for presenting reports.
C5.09 Convey information to audiences in writing.
C5.10 Compose technical reports and correspondence that meet accepted standards for written communications.

TOPIC C6: Communicate ideas and information using oral and written forms for a variety of audiences and purposes.

C6.01 Give complex oral instructions.
C6.02 Describe a business or industrial process/mechanism.
C6.03 Participate effectively in group discussions and decision making.
C6.04 Produce effective oral messages utilizing different media.
C6.05 Explore ideas orally with partners.
C6.06 Participate in conversations by volunteering information when appropriate and asking relevant questions when appropriate.
C6.07 Restate or paraphrase a conversation to confirm one's own understanding.
C6.08 Gather and provide information utilizing different media.

C6.09 Prepare and deliver persuasive, descriptive, and demonstrative oral presentations.

RELATED ACADEMIC TOPICS FOR MATHEMATICS

M1 Relate number relationships, number systems, and number theory.
M2 Explore patterns and functions.
M3 Explore algebraic concepts and processes.
M4 Explore the concepts of measurement.
M5 Explore the geometry of one-, two-, and three-dimensions.
M6 Explore concepts of statistics and probability in real world situations.
M7 Apply mathematical methods, concepts, and properties to solve a variety of real-world problems.

EXPANDED TOPICS FOR MATHEMATICS

TOPIC M1: Relate number relationships, number systems, and number theory.

M1.01 Understand, represent, and use numbers in a variety of equivalent forms (integer, fraction, decimal, percent, exponential, and scientific notation) in real world and mathematical problem situations.
M1.02 Develop number sense for whole numbers, fractions, decimals, integers, and rational numbers.
M1.03 Understand and apply ratios, proportions, and percents in a wide variety of situations.
M1.04 Investigate relationships among fractions, decimals, and percents.
M1.05 Compute with whole numbers, fractions, decimals, integers, and rational numbers.
M1.06 Develop, analyze, and explain procedures for computation and techniques for estimations.
M1.07 Select and use an appropriate method for computing from among mental arithmetic, paper-and-pencil, calculator, and computer methods.
M1.08 Use computation, estimation, and proportions to solve problems.
M1.09 Use estimation to check the reasonableness of results.

TOPIC M2: Explore patterns and functions.

M2.01 Describe, extend, analyze, and create a wide variety of patterns.
M2.02 Describe and represent relationships with tables, graphs, and rules.
M2.03 Analyze functional relationships to explain how a change in one quantity results in a change in another.
M2.04 Use patterns and functions to represent and solve problems.
M2.05 Explore problems and describe results using graphical, numerical, physical, algebraic, and verbal mathematical models or representations.
M2.06 Use a mathematical idea to further their understanding of other

mathematical ideas.

M2.07 Apply mathematical thinking and modeling to solve problems that arise in other disciplines, such as art, music, and business.

TOPIC M3: Explore algebraic concepts and processes.

M3.01 Represent situations and explore the interrelationships of number patterns with tables, graphs, verbal rules, and equations.

M3.02 Analyze tables and graphs to identify properties and relationships and to interpret expressions and equations.

M3.03 Apply algebraic methods to solve a variety of real world and mathematical problems.

TOPIC M4: Explore the concepts of measurement.

M4.01 Estimate, make, and use measurements to describe and compare phenomena.

M4.02 Select appropriate units and tools to measure to the degree of accuracy required in a particular situation.

M4.03 Extend understanding of the concepts of perimeter, area, volume, angle measure, capacity, and weight and mass.

M4.04 Understand and apply reasoning processes, with special attention to spatial reasoning and reasoning with proportions and graphs.

TOPIC M5: Explore the geometry of one-, two-, and three-dimensions.

M5.01 Identify, describe, compare, and classify geometric figures.

M5.02 Visualize and represent geometric figures with special attention to developing spatial sense.

M5.03 Explore transformations of geometric figures.

M5.04 Understand and apply geometric properties and relationships.

M5.05 Classify figures in terms of congruence and similarity and apply these relationships.

TOPIC M6: Explore the concepts of statistics and probability in real world situations.

M6.01 Systematically collect, organize, and describe data.

M6.02 Construct, read, and interpret tables, charts, and graphs.

M6.03 Develop an appreciation for statistical methods as powerful means for decision making.

M6.04 Make predictions that are based on exponential or theoretical probabilities.

M6.05 Develop an appreciation for the pervasive use of probability in the real world.

TOPIC M7: Apply mathematical methods, concepts, and properties to solve a

variety of real-world problems.

M7.01 Use computers and/or calculators to process information for all mathematical situations.
M7.02 Use problem-solving approaches to investigate and understand mathematical content.
M7.03 Formulate problems from situations within and outside mathematics.
M7.04 Generalize solutions and strategies to new problem situations.

RELATED ACADEMIC TOPICS FOR SCIENCE

S1 Explain the Anatomy and Physiology of the human body.
S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
S3 Relate the nine major phyla of the kingdom animalia according to morphology, anatomy, and physiology.
S4 Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.
S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
S6 Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.
S7 Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance, population genetics, the structure and function of DNA, and current applications of DNA technology.
S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

EXPANDED TOPICS FOR SCIENCE

TOPIC S1: Explain the Anatomy and Physiology of the human body.

S1.01 Recognize common terminology and meanings.
S1.02 Explore the relationship of the cell to more complex systems within the body.
S1.03 Summarize the functional anatomy of all the major body systems.
S1.04 Relate the physiology of the major body systems to its corresponding anatomy.
S1.05 Compare and contrast disease transmission and treatment within each organ system.
S1.06 Explore the usage of medical technology as related to human organs and

organ systems.

S1.07 Explain the chemical composition of body tissue.

TOPIC S2: Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.

S2.01 Identify the major types and structures of plants, viruses, monera, algae protista, and fungi.
S2.02 Explain sexual and asexual reproduction.
S2.03 Describe the ecological importance of plants as related to the environment.
S2.04 Analyze the physical chemical and behavioral process of a plant.

TOPIC S3: Relate the nine major phyla of the kingdom animalia according to morphology, anatomy, and physiology.

S3.01 Explain the morphology, anatomy, and physiology of animals.
S3.02 Describe the characteristics, behaviors, and habitats of selected animals.

TOPIC S4: Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.

S4.01 Examine minerals and their identification, products of the rock cycle, byproducts of weathering, and the effects of erosion.
S4.02 Relate the Hydrologic Cycle to include groundwater its zones, movement, and composition; surface water systems, deposits, and runoff.
S4.03 Consider the effects of weather and climate on the environment.
S4.04 Examine the composition of seawater; wave, tides, and currents; organisms, environment, and production of food; energy, food and mineral resources of the oceans.

TOPIC S5: Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.

S5.01 Examine the science of chemistry to include the nature of matter, symbols, formulas and nomenclature, and chemical equations.
S5.02 Identify chemical reactions including precipitation, acids-bases, and reduction-oxidation.
S5.03 Explore the fundamentals of chemical bonding and principles of equilibrium.
S5.04 Relate the behavior of gases.
S5.05 Investigate the structure, reactions, and uses of organic compounds; and investigate nuclear chemistry and radiochemistry.

TOPIC S6: Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.

S6.01 Examine fundamentals of motion of physical bodies and physical dynamics.
S6.02 Explore the concepts and relationships among work, power, and energy.
S6.03 Explore principles, characteristics, and properties of electricity, magnetism, light energy, thermal energy, and wave energy.
S6.04 Identify principles of modern physics related to nuclear physics.

TOPIC S7: Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance; population genetics, the structure and function of DNA, and current applications of DNA technology.

S7.01 Examine principles, techniques, and patterns of traits and inheritance in organisms.
S7.02 Apply the concept of population genetics to both microbial and multicellular organism.
S7.03 Identify the structure and function of DNA and the uses of DNA technology in science, industry, and society.

TOPIC S8: Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

S8.01 Apply the components of scientific processes and methods in classroom and laboratory investigations.
S8.02 Observe and practice safe procedures in the classroom and laboratory.
S8.03 Demonstrate proper use and care for scientific equipment.
S8.04 Investigate science careers, and advances in technology.
S8.05 Communicate results of scientific investigations in oral, written, and graphic form.

APPENDIX B:

WORKPLACE SKILLS

APPENDIX B
WORKPLACE SKILLS FOR THE 21ST CENTURY

WP1 Allocates resources (time, money, materials and facilities, and human resources).

WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.

WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.

WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.

WP5 Selects, applies, and maintains/troubleshoots technology.

WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

APPENDIX C:

STUDENT COMPETENCY PROFILES

STUDENT COMPETENCY PROFILE FOR OFFICE SYSTEMS TECHNOLOGY

Student:_____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Keyboard Speed Building (BOT 1102)

_____ 1. Keyboard alphanumeric material at specified speed and accuracy levels.
_____ 2. Proofread and edit copy.

Document Formatting and Production (BOT 1113)

_____ 1. Format and produce a variety of business documents with speed and accuracy.
_____ 2. Apply written communication skills.

Professional Development (BOT 1213)

_____ 1. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
_____ 2. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
_____ 3. Identify and discuss personal and professional factors associated with job success.

Applied Business Math (BOT 1313)

_____ 1. Operate a calculator using the touch method.
_____ 2. Solve mathematical problems.
_____ 3. Apply math skills to business transactions, reports, and documents.
_____ 4. Apply math skills to personal finances.

Mechanics of Communication (BOT 1713)

_____ 1. Use effective grammar skills.

_____ 2. Improve punctuation skills.
_____ 3. Improve editing skills.

Microcomputer Applications (BOT 1133)

_____ 1. Demonstrate a basic understanding of an operating system.
_____ 2. Demonstrate a basic understanding of word processing.
_____ 3. Demonstrate a basic understanding of spreadsheet applications.
_____ 4. Demonstrate a basic understanding of database applications.

Electronic Spreadsheets (BOT 1813)

_____ 1. Design effective spreadsheets.
_____ 2. Demonstrate the ability to use spreadsheet functions and commands.
_____ 3. Revise and format spreadsheets.
_____ 4. Demonstrate the ability to use advanced graphic features.
_____ 5. Demonstrate the ability to use database features.
_____ 6. Print spreadsheets and graphs.
_____ 7. Demonstrate knowledge of linking and exporting files.
_____ 8. Demonstrate knowledge of how the spreadsheet can be used as an analytical and decision-making tool.

Records Management (BOT 1413)

_____ 1. File and retrieve documents according to ARMA rules.
_____ 2. Describe and/or demonstrate a variety of media forms used to manage information.
_____ 3. Describe micrographic technologies.
_____ 4. Describe and apply image technology.

Word Processing Applications (BOT 1123)

_____ 1. Develop proficiency in the production of mailable complex documents.
_____ 2. Combine documents using software features.
_____ 3. Solve common word processing problems.
_____ 4. Generate complex business forms.
_____ 5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.

Business Accounting (BOT 1433)

_____ 1. Demonstrate an understanding of basic accounting terminology, concepts, and procedures.
_____ 2. Prepare each of the basic financial statements.
_____ 3. Use special journals for recording transactions.

Business Communication (BOT 2813)

_____ 1. Organize and compose effective business letters, memorandums, reports, and messages.
_____ 2. Prepare written communications involved in the job application process.
_____ 3. Demonstrate sensitivity in communicating with a diverse workforce.
_____ 4. Develop communication skills for an international audience.

Database Management (BOT 2323)

_____ 1. Design and create a database using specific criteria.
_____ 2. Modify database file structure and records to produce desired output.
_____ 3. Demonstrate an understanding of file management techniques.
_____ 4. Demonstrate the ability to use basic commands, expressions, and relational operations.
_____ 5. Demonstrate knowledge of printing and output techniques.
_____ 6. Design, create, and modify custom screen formats.
_____ 7. Create and manipulate data using multiple databases.
_____ 8. Perform mathematical operations and relate their applications to existing information in a database.

Operating Systems (BOT 2142)

_____ 1. Demonstrate an understanding of the required major components of a computer system and how they are configured.
_____ 2. Describe basic terminology of the selected operating system.
_____ 3. Demonstrate the ability to use basic commands and perform fundamental operations.
_____ 4. Create and revise text files.
_____ 5. Perform disk and file management tasks.
_____ 6. Create, use, display, and remove tree-structured elements of the disk.
_____ 7. Use multiple applications simultaneously in a window environment.
_____ 8. Describe and/or set up and use virtual and hard disks.
_____ 9. Use the mouse to perform functions.

_____ 10. Describe computer viruses.

Computerized Accounting (BOT 2413)

_____ 1. Perform the operations of the accounting cycle on the computer using accounting software.
_____ 2. Use accounting software to maintain inventory, depreciation, and payroll records.
_____ 3. Prepare and analyze financial statements using accounting software.
_____ 4. Differentiate between manual and computerized accounting.

Machine Transcription (BOT 1513)

_____ 1. Demonstrate proper utilization, maintenance, and care of transcription equipment.
_____ 2. Employ proper techniques of transcription to produce mailable business documents.

Advanced Microcomputer Applications (BOT 2713)

_____ 1. Create integrated business documents transferring data among software applications.
_____ 2. Utilize advanced functions of software applications.
_____ 3. Identify new technology.
_____ 4. Make informed decisions for evaluating and purchasing computer software and equipment.
_____ 5. Plan, develop, and deliver a presentation using multimedia.
_____ 6. Demonstrate the ability to access information using electronic sources to include online database and CD-ROM software.

Administrative Office Procedures (BOT 2723)

_____ 1. Describe the importance of administrative support in today's business environment.
_____ 2. Examine employment, health, and safety issues.
_____ 3. Manually or electronically apply organizational and time management principles to increase productivity.
_____ 4. Process mail.
_____ 5. Demonstrate an understanding of reprographics equipment, procedures, and applications.
_____ 6. Demonstrate knowledge of telephone systems and good telephone protocol.

_____ 7. Demonstrate knowledge of the processes involved in making national and international travel arrangements and issues related to such travel.
_____ 8. Plan and conduct a meeting.
_____ 9. Demonstrate group/team ability to plan, research, organize, and prepare a written and/or oral presentation using appropriate media and technology to present solutions to current business issues or problems.
_____ 10. Complete preparations for the job application process.

Desktop Publishing (BOT 2133)

_____ 1. Demonstrate knowledge of hardware and operating system requirements used with desktop publishing.
_____ 2. Identify popular page layout software programs and other software application programs that may be used with desktop publishing.
_____ 3. Demonstrate knowledge of desktop publishing concepts and career opportunities.
_____ 4. Demonstrate knowledge of legal and ethical aspects associated with using and modifying electronic clip art, scanned text, and graphics in creating desktop publications.
_____ 5. Design attractive desktop published documents.
_____ 6. Produce attractive desktop published documents.
_____ 7. Import text and graphics from other software programs.

STUDENT COMPETENCY PROFILE FOR ACCOUNTING TECHNOLOGY

Student:_____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Keyboard Speed Building (BOT 1102)

_____ 1. Keyboard alphanumeric material at specified speed and accuracy levels.
_____ 2. Proofread and edit copy.

Document Formatting and Production (BOT 1113)

_____ 1. Format and produce a variety of business documents with speed and accuracy.
_____ 2. Apply written communication skills.

Professional Development (BOT 1213)

_____ 1. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
_____ 2. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
_____ 3. Identify and discuss personal and professional factors associated with job success.

Applied Business Math (BOT 1313)

_____ 1. Operate a calculator using the touch method.
_____ 2. Solve mathematical problems.
_____ 3. Apply math skills to business transactions, reports, and documents.
_____ 4. Apply math skills to personal finances.

Mechanics of Communication (BOT 1713)

_____ 1. Use effective grammar skills.

_____ 2. Improve punctuation skills.
_____ 3. Improve editing skills.

Microcomputer Applications (BOT 1133)

_____ 1. Demonstrate a basic understanding of an operating system.
_____ 2. Demonstrate a basic understanding of word processing.
_____ 3. Demonstrate a basic understanding of spreadsheet applications.
_____ 4. Demonstrate a basic understanding of database applications.

Electronic Spreadsheets (BOT 1813)

_____ 1. Design effective spreadsheets.
_____ 2. Demonstrate the ability to use spreadsheet functions and commands.
_____ 3. Revise and format spreadsheets.
_____ 4. Demonstrate the ability to use advanced graphic features.
_____ 5. Demonstrate the ability to use database features.
_____ 6. Print spreadsheets and graphs.
_____ 7. Demonstrate knowledge of linking and exporting files.
_____ 8. Demonstrate knowledge of how the spreadsheet can be used as an analytical and decision-making tool.

Records Management (BOT 1413)

_____ 1. File and retrieve documents according to ARMA rules.
_____ 2. Describe and/or demonstrate a variety of media forms used to manage information.
_____ 3. Describe micrographic technologies.
_____ 4. Describe and apply image technology.

Word Processing Applications (BOT 1123)

_____ 1. Develop proficiency in the production of mailable complex documents.
_____ 2. Combine documents using software features.
_____ 3. Solve common word processing problems.
_____ 4. Generate complex business forms.
_____ 5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.

Business Accounting (BOT 1433)

_____ 1. Demonstrate an understanding of basic accounting terminology, concepts, and procedures.
_____ 2. Prepare each of the basic financial statements.
_____ 3. Use special journals for recording transactions.

Business Communication (BOT 2813)

_____ 1. Organize and compose effective business letters, memorandums, reports, and messages.
_____ 2. Prepare written communications involved in the job application process.
_____ 3. Demonstrate sensitivity in communicating with a diverse workforce.
_____ 4. Develop communication skills for an international audience.

Operating Systems (BOT 2142)

_____ 1. Demonstrate an understanding of the required major components of a computer system and how they are configured.
_____ 2. Describe basic terminology of the selected operating system.
_____ 3. Demonstrate the ability to use basic commands and perform fundamental operations.
_____ 4. Create and revise text files.
_____ 5. Perform disk and file management tasks.
_____ 6. Create, use, display, and remove tree-structured elements of the disk.
_____ 7. Use multiple applications simultaneously in a window environment.
_____ 8. Describe and/or set up and use virtual and hard disks.
_____ 9. Use the mouse to perform functions.
_____ 10. Describe computer viruses.

Computerized Accounting (BOT 2413)

_____ 1. Perform the operations of the accounting cycle on the computer using accounting software.
_____ 2. Use accounting software to maintain inventory, depreciation, and payroll records.
_____ 3. Prepare and analyze financial statements using accounting software.
_____ 4. Differentiate between manual and computerized accounting.

Advanced Microcomputer Applications (BOT 2713)

_____ 1. Create integrated business documents transferring data among software applications.
_____ 2. Utilize advanced functions of software applications.
_____ 3. Identify new technology.
_____ 4. Make informed decisions for evaluating and purchasing computer software and equipment.
_____ 5. Plan, develop, and deliver a presentation using multimedia.
_____ 6. Demonstrate the ability to access information using electronic sources to include online database and CD-ROM software.

Desktop Publishing (BOT 2133)

_____ 1. Demonstrate knowledge of hardware and operating system requirements used with desktop publishing.
_____ 2. Identify popular page layout software programs and other software application programs that may be used with desktop publishing.
_____ 3. Demonstrate knowledge of desktop publishing concepts and career opportunities.
_____ 4. Demonstrate knowledge of legal and ethical aspects associated with using and modifying electronic clip art, scanned text, and graphics in creating desktop publications.
_____ 5. Design attractive desktop published documents.
_____ 6. Produce attractive desktop published documents.
_____ 7. Import text and graphics from other software programs.

Advanced Business Accounting (BOT 2443)

_____ 1. Calculate the cost of inventory using the following methods: (a) First-in, First-out method; (b) Last-in, First-out, and (c) average cost method
_____ 2. Account for plant assets.
_____ 3. Introduce basic principles of payroll accounting.
_____ 4. Apply basic principles and concepts of accounting.
_____ 5. Journalize basic entries of partnerships.
_____ 6. Journalize entries for a corporation.
_____ 7. Account for bonds payable.
_____ 8. Prepare a statement of cash flow.

Income Tax Accounting (BOT 2423)

_____ 1. Demonstrate an understanding of basic tax accounting terminology, concepts, and procedures.

_____ 2. Acquire a working knowledge for preparing and filing returns using current tax forms with accompanying schedules.

Payroll Accounting (BOT 2433)

_____ 1. Demonstrate a basic understanding of the need for payroll and personnel records.
_____ 2. Demonstrate an understanding of the computation of wages and salaries.
_____ 3. Journalize payroll transactions.
_____ 4. Comply with federal and state withholding tax deposit requirements.

Supervised Work Experience (BOT 2913)

_____ 1. Demonstrate skills needed to be a viable member of the accounting workforce.

STUDENT COMPETENCY PROFILE FOR MEDICAL OFFICE TECHNOLOGY

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Keyboard Speed Building (BOT 1102)

_____ 1. Keyboard alphanumeric material at specified speed and accuracy levels.
_____ 2. Proofread and edit copy.

Document Formatting and Production (BOT 1113)

_____ 1. Format and produce a variety of business documents with speed and accuracy.
_____ 2. Apply written communication skills.

Applied Business Math (BOT 1313)

_____ 1. Operate a calculator using the touch method.
_____ 2. Solve mathematical problems.
_____ 3. Apply math skills to business transactions, reports, and documents.
_____ 4. Apply math skills to personal finances.

Mechanics of Communication (BOT 1713)

_____ 1. Use effective grammar skills.
_____ 2. Improve punctuation skills.
_____ 3. Improve editing skills.

Microcomputer Applications (BOT 1133)

_____ 1. Demonstrate a basic understanding of an operating system.
_____ 2. Demonstrate a basic understanding of word processing.
_____ 3. Demonstrate a basic understanding of spreadsheet applications.
_____ 4. Demonstrate a basic understanding of database applications.

Records Management (BOT 1413)

_____ 1. File and retrieve documents according to ARMA rules.
_____ 2. Describe and/or demonstrate a variety of media forms used to manage information.
_____ 3. Describe micrographic technologies.
_____ 4. Describe and apply image technology.

Word Processing Applications (BOT 1123)

_____ 1. Develop proficiency in the production of mailable complex documents.
_____ 2. Combine documents using software features.
_____ 3. Solve common word processing problems.
_____ 4. Generate complex business forms.
_____ 5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.

Business Accounting (BOT 1433)

_____ 1. Demonstrate an understanding of basic accounting terminology, concepts, and procedures.
_____ 2. Prepare each of the basic financial statements.
_____ 3. Use special journals for recording transactions.

Operating Systems (BOT 2142)

_____ 1. Demonstrate an understanding of the required major components of a computer system and how they are configured.
_____ 2. Describe basic terminology of the selected operating system.
_____ 3. Demonstrate the ability to use basic commands and perform fundamental operations.
_____ 4. Create and revise text files.
_____ 5. Perform disk and file management tasks.
_____ 6. Create, use, display, and remove tree-structured elements of the disk.
_____ 7. Use multiple applications simultaneously in a window environment.
_____ 8. Describe and/or set up and use virtual and hard disks.
_____ 9. Use the mouse to perform functions.
_____ 10. Describe computer viruses.

Computerized Accounting (BOT 2413)

_____ 1. Perform the operations of the accounting cycle on the computer using accounting software.
_____ 2. Use accounting software to maintain inventory, depreciation, and payroll records.
_____ 3. Prepare and analyze financial statements using accounting software.
_____ 4. Differentiate between manual and computerized accounting.

Machine Transcription (BOT 1513)

_____ 1. Demonstrate proper utilization, maintenance, and care of transcription equipment.
_____ 2. Employ proper techniques of transcription to produce mailable business documents.

Advanced Microcomputer Applications (BOT 2713)

_____ 1. Create integrated business documents transferring data among software applications.
_____ 2. Utilize advanced functions of software applications.
_____ 3. Identify new technology.
_____ 4. Make informed decisions for evaluating and purchasing computer software and equipment.
_____ 5. Plan, develop, and deliver a presentation using multimedia.
_____ 6. Demonstrate the ability to access information using electronic sources to include online database and CD-ROM software.

Medical Machine Transcription I (BOT 2523)

_____ 1. Demonstrate proper use of transcription equipment.
_____ 2. Transcribe medical reports accurately and expediently from various medical specialties.

Medical Machine Transcription II (BOT 2533)

_____ 1. Continue transcribing medical reports accurately and expediently from various medical specialties.

Medical Office Terminology I (BOT 1613)

_____ 1. Recognize and discuss word components, terms, procedures, and abbreviations related to the various body systems.

Medical Office Terminology II (BOT 1623)

_____ 1. Using appropriate electronic equipment, obtain a knowledge of medical terms related to body systems.
_____ 2. Select and use appropriate references.

Medical Office Concepts (BOT 2743)

_____ 1. Analyze career opportunities and recognize proper ethical conduct.
_____ 2. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
_____ 3. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
_____ 4. Acquire and practice medical office administrative responsibilities.
_____ 5. Prepare medical records.
_____ 6. Prepare and process incoming and outgoing mail both as hard copy and electronic communications.
_____ 7. Demonstrate a comprehension of reprographics equipment.

Medical Information Management (BOT 2753)

_____ 1. Demonstrate medical office patient billing procedures.
_____ 2. Process health insurance claim forms.
_____ 3. Prepare medical office financial records.
_____ 4. Demonstrate medical office management techniques.
_____ 5. Demonstrate knowledge of the processes involved in arranging medical meetings and travel.
_____ 6. Organize information for the employment process.

STUDENT COMPETENCY PROFILE FOR MICROCOMPUTER TECHNOLOGY

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Document Formatting and Production (BOT 1113)

_____ 1. Format and produce a variety of business documents with speed and accuracy.
_____ 2. Apply written communication skills.

Professional Development (BOT 1213)

_____ 1. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
_____ 2. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
_____ 3. Identify and discuss personal and professional factors associated with job success.

Applied Business Math (BOT 1313)

_____ 1. Operate a calculator using the touch method.
_____ 2. Solve mathematical problems.
_____ 3. Apply math skills to business transactions, reports, and documents.
_____ 4. Apply math skills to personal finances.

Mechanics of Communication (BOT 1713)

_____ 1. Use effective grammar skills.
_____ 2. Improve punctuation skills.
_____ 3. Improve editing skills.

Microcomputer Applications (BOT 1133)

_____ 1. Demonstrate a basic understanding of an operating system.

_____ 2. Demonstrate a basic understanding of word processing.
_____ 3. Demonstrate a basic understanding of spreadsheet applications.
_____ 4. Demonstrate a basic understanding of database applications.

Electronic Spreadsheets (BOT 1813)

_____ 1. Design effective spreadsheets.
_____ 2. Demonstrate the ability to use spreadsheet functions and commands.
_____ 3. Revise and format spreadsheets.
_____ 4. Demonstrate the ability to use advanced graphic features.
_____ 5. Demonstrate the ability to use database features.
_____ 6. Print spreadsheets and graphs.
_____ 7. Demonstrate knowledge of linking and exporting files.
_____ 8. Demonstrate knowledge of how the spreadsheet can be used as an analytical and decision-making tool.

Word Processing Applications (BOT 1123)

_____ 1. Develop proficiency in the production of mailable complex documents.
_____ 2. Combine documents using software features.
_____ 3. Solve common word processing problems.
_____ 4. Generate complex business forms.
_____ 5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.

Business Accounting (BOT 1433)

_____ 1. Demonstrate an understanding of basic accounting terminology, concepts, and procedures.
_____ 2. Prepare each of the basic financial statements.
_____ 3. Use special journals for recording transactions.

Business Communication (BOT 2813)

_____ 1. Organize and compose effective business letters, memorandums, reports, and messages.
_____ 2. Prepare written communications involved in the job application process.
_____ 3. Demonstrate sensitivity in communicating with a diverse workforce.
_____ 4. Develop communication skills for an international audience.

Database Management (BOT 2323)

_____ 1. Design and create a database using specific criteria.
_____ 2. Modify database file structure and records to produce desired output.
_____ 3. Demonstrate an understanding of file management techniques.
_____ 4. Demonstrate the ability to use basic commands, expressions, and relational operations.
_____ 5. Demonstrate knowledge of printing and output techniques.
_____ 6. Design, create, and modify custom screen formats.
_____ 7. Create and manipulate data using multiple databases.
_____ 8. Perform mathematical operations and relate their applications to existing information in a database.

Operating Systems (BOT 2142)

_____ 1. Demonstrate an understanding of the required major components of a computer system and how they are configured.
_____ 2. Describe basic terminology of the selected operating system.
_____ 3. Demonstrate the ability to use basic commands and perform fundamental operations.
_____ 4. Create and revise text files.
_____ 5. Perform disk and file management tasks.
_____ 6. Create, use, display, and remove tree-structured elements of the disk.
_____ 7. Use multiple applications simultaneously in a window environment.
_____ 8. Describe and/or set up and use virtual and hard disks.
_____ 9. Use the mouse to perform functions.
_____ 10. Describe computer viruses.

Computerized Accounting (BOT 2413)

_____ 1. Perform the operations of the accounting cycle on the computer using accounting software.
_____ 2. Use accounting software to maintain inventory, depreciation, and payroll records.
_____ 3. Prepare and analyze financial statements using accounting software.
_____ 4. Differentiate between manual and computerized accounting.

Advanced Microcomputer Applications (BOT 2713)

_____ 1. Create integrated business documents transferring data among software applications.
_____ 2. Utilize advanced functions of software applications.

3. Identify new technology.
4. Make informed decisions for evaluating and purchasing computer software and equipment.
5. Plan, develop, and deliver a presentation using multimedia.
6. Demonstrate the ability to access information using electronic sources to include online database and CD-ROM software.

Desktop Publishing (BOT 2133)

1. Demonstrate knowledge of hardware and operating system requirements used with desktop publishing.
2. Identify popular page layout software programs and other software application programs that may be used with desktop publishing.
3. Demonstrate knowledge of desktop publishing concepts and career opportunities.
4. Demonstrate knowledge of legal and ethical aspects associated with using and modifying electronic clip art, scanned text, and graphics in creating desktop publications.
5. Design attractive desktop published documents.
6. Produce attractive desktop published documents.
7. Import text and graphics from other software programs.

Network Management (BOT 2153)

1. Identify networking theories and concepts and the different components and technologies that allow network communication.
2. Plan, install, and configure a network.
3. Perform network administration.

STUDENT COMPETENCY PROFILE FOR COURT REPORTING TECHNOLOGY

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Professional Development (BOT 1213)

_____ 1. Formulate personal, educational, and professional goals and develop a plan to accomplish those goals.
_____ 2. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
_____ 3. Identify and discuss personal and professional factors associated with job success.

Applied Business Math (BOT 1313)

_____ 1. Operáte a calculator using the touch method.
_____ 2. Solve mathematical problems.
_____ 3. Apply math skills to business transactions, reports, and documents.
_____ 4. Apply math skills to personal finances.

Mechanics of Communication (BOT 1713)

_____ 1. Use effective grammar skills.
_____ 2. Improve punctuation skills.
_____ 3. Improve editing skills.

Records Management (BOT 1413)

_____ 1. File and retrieve documents according to ARMA rules.
_____ 2. Describe and/or demonstrate a variety of media forms used to manage information.
_____ 3. Describe micrographic technologies.
_____ 4. Describe and apply image technology.

Word Processing Applications (BOT 1123)

_____ 1. Develop proficiency in the production of mailable complex documents.
_____ 2. Combine documents using software features.
_____ 3. Solve common word processing problems.
_____ 4. Generate complex business forms.
_____ 5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.

Medical Office Terminology I (BOT 1613)

_____ 1. Recognize and discuss word components, terms, procedures, and abbreviations related to the various body systems.

Medical Office Terminology II (BOT 1623)

_____ 1. Using appropriate electronic equipment, obtain a knowledge of medical terms related to body systems.
_____ 2. Select and use appropriate references.

Stenograph Machine Shorthand I (LET 1413)

_____ 1. Know and apply stenotype theory including brief forms and phrases.

Stenograph Machine Shorthand II (LET 1423)

_____ 1. Develop, complete, and apply stenotype theory including brief forms and phrases.

Speed Building I (LET 1813)

_____ 1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.

Speed Building II (LET 1823)

_____ 1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.

Stenograph Machine Shorthand III (LET 2433)

_____ 1. Demonstrate advanced skill and speed of operating the stenotype machine and production of mailable transcripts.

Court Reporting Procedures (LET 2613)

_____ 1. Identify the role of the court reporter and skills needed by the court reporter.
_____ 2. Show evidence of capability of producing appropriate transcripts.

Stenograph Machine Shorthand IV (LET 2443)

_____ 1. Demonstrate employment-level mastery of stenotype speed operation and production of mailable transcripts.

Court Reporting Technology (LET 2622)

_____ 1. Identify reporter-related concepts, technology, and vocabulary.

Internship for Court Reporters (LET 2911)

_____ 1. Complete an internship experience comprised of working in an actual employment setting with the supervision of a practitioner in the field.

Legal Systems and Terminology (LET 1113)

_____ 1. Differentiate between federal and state court systems.
_____ 2. Explore areas of employment.
_____ 3. Identify legal vocabulary.
_____ 4. Distinguish between various areas of law.
_____ 5. Recognize ethical restrictions of the paralegal.

Family Law (LET 1513)

_____ 1. Describe antenuptial agreements.
_____ 2. Recognize elements of a valid marriage.
_____ 3. Explain the grounds for annulment.
_____ 4. Demonstrate a working knowledge of the grounds for and defenses to a divorce action.

_____ 5. Distinguish between alimony and child support.
_____ 6. Demonstrate knowledge of child custody.
_____ 7. Explain adoption.
_____ 8. Explain guardianship and conservatorship.

STUDENT COMPETENCY PROFILE FOR PARALEGAL TECHNOLOGY

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Applied Business Math (BOT 1313)

_____ 1. Operate a calculator using the touch method.
_____ 2. Solve mathematical problems.
_____ 3. Apply math skills to business transactions, reports, and documents.
_____ 4. Apply math skills to personal finances.

Word Processing Applications (BOT 1123)

_____ 1. Develop proficiency in the production of mailable complex documents.
_____ 2. Combine documents using software features.
_____ 3. Solve common word processing problems.
_____ 4. Generate complex business forms.
_____ 5. Generate complex, multi-part documents such as newsletters and brochures using desktop publishing capabilities of the word processing software.

Business Communication (BOT 2813)

_____ 1. Organize and compose effective business letters, memorandums, reports, and messages.
_____ 2. Prepare written communications involved in the job application process.
_____ 3. Demonstrate sensitivity in communicating with a diverse workforce.
_____ 4. Develop communication skills for an international audience.

Legal Systems and Terminology (LET 1113)

_____ 1. Differentiate between federal and state court systems.
_____ 2. Explore areas of employment.

_____ 3. Identify legal vocabulary.
_____ 4. Distinguish between various areas of law.
_____ 5. Recognize ethical restrictions of the paralegal.

Family Law (LET 1513)

_____ 1. Describe antenuptial agreements.
_____ 2. Recognize elements of a valid marriage.
_____ 3. Explain the grounds for annulment.
_____ 4. Demonstrate a working knowledge of the grounds for and defenses to a divorce action.
_____ 5. Distinguish between alimony and child support.
_____ 6. Demonstrate knowledge of child custody.
_____ 7. Explain adoption.
_____ 8. Explain guardianship and conservatorship.

Legal Research (LET 1213)

_____ 1. Analyze a legal research problem.
_____ 2. Locate, read, and analyze court opinions.
_____ 3. Locate, read, and analyze statutes.
_____ 4. Conclude the research process by updating the legal sources.
_____ 5. Employ the use of secondary sources and the role of secondary authority.
_____ 6. Become familiar with computer assisted legal research tools.
_____ 7. Acquire the skill to correctly cite legal sources.
_____ 8. Demonstrate legal research techniques in a written memorandum.

Wills and Estates (LET 1413)

_____ 1. Discuss intestate succession.
_____ 2. Discuss different types of wills.
_____ 3. Explain the concept of probating an estate.
_____ 4. Explain a living will.
_____ 5. Explain the various types of trusts and their role in estate planning.
_____ 6. Examine powers of attorney.

Real Property I (LET 2453)

_____ 1. Demonstrate knowledge of types of ownership and type of interest in real property.
_____ 2. Demonstrate knowledge of surveys, land descriptions, encumbrances, and easements.
_____ 3. Demonstrate a basic understanding of contracts.

_____ 4. Demonstrate an understanding of deeds.

Real Property II (LET 2463)

_____ 1. Demonstrate knowledge of the legal aspects of real estate finance.
_____ 2. Develop proficiency in the production of mortgage forms.
_____ 3. Perform basic title examination.
_____ 4. Demonstrate a basic understanding of title insurance.
_____ 5. Describe and apply the anatomy of a real estate closing.
_____ 6. Display knowledge of government regulation of real estate closings.
_____ 7. Demonstrate a basic knowledge of leases.

Legal Writing (LET 1713)

_____ 1. Demonstrate the ability to analyze and organize a legal problem into a concise basic legal memorandum given a factual situation.
_____ 2. Integrate research and reference sources into the analytical process.
_____ 3. Demonstrate the ability to draft legal documents.

Administrative Law and Bankruptcy (LET 2523)

_____ 1. Identify administrative government agencies.
_____ 2. Review legal process associated with administrative law.
_____ 3. Recognize different types of bankruptcy.
_____ 4. Demonstrate use of federal and state bankruptcy codes.

Paralegal Skills and Applications (LET 2633)

_____ 1. Describe the role of the paralegal in the workplace and legal system.
_____ 2. Research the history of the paralegal profession.
_____ 3. Implement paralegal ethics.
_____ 4. Introduce law office management.
_____ 5. Implement interpersonal skills.

Civil Litigation (LET 2313)

_____ 1. Demonstrate a knowledge of court (system) jurisdiction.
_____ 2. Determine the applicable rules of evidence and appellate procedure.
_____ 3. Identify legal documents for litigation.
_____ 4. Apply proper settlement procedures.
_____ 5. Investigate case in preparation for trial.
_____ 6. Assist attorney in preparation for trial.

Torts (LET 2323)

_____ 1. Demonstrate a basic knowledge of the scope and practice of tort law.
_____ 2. Recognize appropriate defenses and remedies.
_____ 3. Demonstrate a basic knowledge of pre-trial and trial procedures.
_____ 4. Demonstrate a knowledge of settlement process.

Internship for Paralegal (LET 2923)

_____ 1. Prepare employer-employee documentation.
_____ 2. Apply classroom skills to supervised work setting.